

## DEFENSE ENERGY SUPPORT CENTER

### MISSION:

Provides Department of Defense and other Government, and Federal Agencies, with comprehensive energy solutions in the most effective and economical manner possible.

### DESC DIRECTOR (DESC-D)

### MISSION:

Directs the execution of the Center's assigned mission and functions.

### DEPUTY DIRECTOR (DESC-DD)

### MISSION:

The Deputy Director (DESC-DD) acts for the Director in the execution of the Center's responsibilities.

### DESC RESEARCH AND DEVELOPMENT (R&D) PROGRAM OFFICE (DESC-DDE)

### MISSION:

The Program Office is responsible for the implementation of all projects that support R&D efforts and alternative fuels strategy development. Coordinates with DESC program leads to accomplish all initiatives identified by the DESC Corporate Board.

### DIRECTOR OF OPERATIONS (DESC-DO)

### MISSION:

Executes operations and responsibilities of all DESC Commodity Business Units (CBUs). Directs contingency planning operations of the Contingency Plans and Operations Division (DESC-DL).

### CENTER SENIOR PROCUREMENT OFFICIAL (DESC-C)

### MISSION:

Advises the Director and the acquisition community on all procurement-related matters.  
Provides oversight of all procurement functions managed within each Commodity Business Unit (CBU) to ensure the quality and integrity of procurement functions.

## PROCUREMENT PLANNING AND SUPPORT DIVISION (DESC-CP)

### MISSION:

Supports Center Senior Procurement Official (CSPO) in maintaining oversight of DESC procurement functions to ensure DESC fundamental integrity and quality of the procurement system. Provides procurement support to the operational CBUs. Serves as the Competition Advocate for DESC.

## PROCUREMENT PLANNING BRANCH (DESC-CPA)

### FUNCTIONS:

1. Coordinates, develops and implements DESC and DLA contracting plans, procedures, and instructions. Updates and maintains the Defense Energy Procurement Instructions (DEPI), modifies contracting procedures in accordance with regulatory changes, contract reviews, new programs, and administrative changes.
2. Assesses impact of proposed legislation matters affecting DESC contracting procedures and operations and recommends DESC position. Coordinates responses with CSPO, Office of Counsel, and upper management.
3. Analyzes and coordinates proposed rewrites of the Federal Acquisition Regulation (FAR) determining impact on DESC operations and suppliers with the DLA DAR Council representative. Elevates regulatory discrepancies, omissions, or hurdles to HQ DLA for further action by the DAR Council, DOD, and Office of Federal Procurement Policy (OFPP).
4. Prepares requests for individual class deviations and waivers from the FAR, Defense Federal Acquisition Regulation Supplement (DFARS), Defense Logistics Agency Directive (DLAD), and DLA Procurement Letters (PROCLTRS), as required.
5. Conducts/assists with training related to procurement issues and initiatives. Provides input for the Center's Procurement Course.
6. Reviews and updates the DESC electronic clause system. Coordinates with CBUs in the formulation of new clauses for new buying programs. Maintains DESC historical records of clause changes.
7. Coordinates consolidated CBU responses to Congressional inquiries, GAO, DOD Inspector General Reports, DOD Hotlines, and the DESC annual Surge Plan.
8. Issues and maintains delegation of authority for contracting activities of the CBUs. Represents CSPO at DLA procurement system meetings concerning DLA electronic procurement initiatives.
9. Coordinates with the DESC Small Business Office on the annual DLA Business Alliance Awards to highlight outstanding DESC suppliers. Coordinates with the Small Business Office (DESC-DU).
10. Develops and conducts monthly Procurement Issues Meetings with all CBUs and support offices.

## PROCUREMENT OVERSIGHT BRANCH (DESC-CPB)

### FUNCTIONS:

1. Prepares and coordinates monthly CBU listing of subject actions for review selection and recommends CSPO approval of selection. Performs post award reviews and assessment reviews of contract files encompassing subject areas broader than one procurement.
2. Manages the DESC Acquisition Review Board (ARB) for supply acquisitions and the Acquisition Strategy Review Board (ASRB) for service acquisitions. Processes include selecting board members; performing solicitation, pre-negotiation, and pre-award reviews for Board proceedings and milestone reviews for ASRBs. Serves as ARB/ASRB Chairman leading each ARB/ASRB session summarizing board findings. Prepares documents for CSPO approval of Board actions.
3. Maintains oversight of Defense Acquisition Workforce Improvement Act (DAWIA) certification program. Reviews certifications to ensure compliance with regulations and provides program data to HQ DLA as requested.
4. Manages Contracting Officer Warrant Program and serves as the Office-of-Record for Contracting Officer Warrant and COR/COTR information. Reviews qualifications and prepares warrants for Director's signature.
5. Reviews contractor waiver requirement requests for submission of certified cost/pricing data in accordance with FAR, Part 15.
6. Manages and provides oversight for the DESC acquisition planning and approval process.
7. Prepares and coordinates the DLA Procurement Management Review. Manages the DESC Contract Quality Management Plan.
8. Manages the ratification process for DESC. Reviews all ratification packages for regulatory compliance and completeness for CSPO signature.

## PROCUREMENT PROCESS AND SUPPORT DIVISION (DESC-CS)

### MISSION:

Supports Center Senior Procurement Official as the business process and automated/electronic procurement systems office. Provides procurement support for government-wide automation initiatives as well as DESC specific business process automation. Manages DESC's Freedom of Information Act (FOIA) and Privacy Act (PA) programs as well as the Center's Government Purchase Card program.

### FUNCTIONS:

1. Conducts studies, performs analysis, evaluates, documents and recommends solutions to problems in contracting concepts, operational procedures and techniques to champion new business processes for center-wide procurement functions.
2. Manages DESC Purchase Card Program and interacts with the purchase card contractor for establishing and maintaining accounts. Trains new card holders and approving officials. Develops and disseminates policy to all card holders and approving officials. Ensures

adequate separation of duties is established between approving officials, card holders and budget personnel. Establishes financial controls on all accounts. Conducts audits (semi-annual and random) and recommends improvements to CSPO for DESC's Purchase Card Program.

3. Serves as Freedom of Information Act (FOIA) Officer and Privacy Act (PA) Officer for DESC. Manages and implements DESC's day-to-day FOIA functions as well as developing policies, procedures, standards and instructions to assure DESC compliance with FOIA and PA statutes. Coordinates FOIA and PA requests and prepares official responses after consultation with submitters, staff elements, and DESC Legal office. Advises the public and DESC on FOIA and PA regulations and procedures. Maintains the DESC FOIA/PA web page. Responds to regular DLA FOIA and PA taskings. Prepares the annual report to DLA/Congress.
4. Manages DESC's contract reporting function. Collects, analyses and inputs DESC contract action data into the federal governments procurement data repository. Provides system administration support to DESC in the automated system.
5. Assists contracting personnel with retirement of records to the Washington National Records Center (WNRC). Coordinates with WNRC and tracks status of DESC records.
6. Receives and processes DESC Print requests for procurement actions.
7. Acts as focal point for EEO compliance requests from the Department of Labor.
8. Establishes and maintains Contractor General Files. Receives, logs, safeguards
9. and distributes mail relating to procurement actions.
10. Reviews and processes Bidder Code Applications. Processes contractor financial and banking information in DFAMS and BSM Energy systems.

#### EXECUTIVE OFFICER (DESC-DE)

##### MISSION:

The Executive Officer is the principal staff assistant to the Director and Deputy Director of DESC. The following offices report directly to the Executive Officer: Military Personnel Readiness Office; Corporate Communications Office; Administrative Support Office.

##### FUNCTIONS:

1. Serves as Special Assistant, project manager, researcher, expert advisor, and source of considered opinion in the development of policies relative to DESC mission. Takes direct action on all DESC matters that do not require the personal attention of the Director and/or Deputy Director.
2. Develops and executes a range of special projects and studies for the Director and/or Deputy Director. Prepares special briefings to the senior DESC management on problems of significant importance.
3. Arranges clearance of material with HQ DLA as required. Edits and publishes the quarterly publications of DESC "Fuel Line." Serves as the photographer for all "Official" DESC functions. Coordinates major conferences sponsored by DESC, HQ DLA, Military Services, and Federal Agencies

4. Serves as the centralized DESC coordinator for the U.S. Savings Bond Program fundraising campaigns and health-related programs. Develops and maintains the DESC organization telephone listing.
5. Develops and implements policies and procedures for Director executive briefings. Conducts new employee orientation briefings, mission performance briefings, and DESC business objectives briefings.
6. Oversees administrative programs such as command administration, communications, supply, policies, publications and forms. Administers the DESC Records Management and Forms Program.
7. Receives incoming mail and correspondence addressed to the DESC Director and determines unidentified mail for distribution to include Federal Express Mail deliveries. Distributes mail to designated addresses within DESC, Regions, and DFQARs.
8. Develops plans and procedures for VIP visits and manages the Foreign Visitor Program including arranging and scheduling visits and briefings representing foreign governments and international organizations. Provides transportation and courier services.
9. Supervises activities of the Administrative Support Office, Corporate Communications Office, and the Military Personnel Readiness Support Office.
10. Reviews and analyzes all incoming correspondence and documents, taking direct action on all matters not requiring the personal attention of the Director and/or Deputy Director.
11. Implements guidance and decisions from the Director and/or Deputy Director and conducts follow-up to ensure implementation is effected.
12. Reviews staff actions requiring approval and recommends decision level within DESC.
13. Develops and executes a range of special projects for the Director and Deputy Director.

## CONTINGENCY PLANS & OPERATIONS DIVISION (DESC-DL)

### MISSION:

Provides centralized contingency fuel planning and support to the DESC Director, senior staff, region commanders/offices, DLA HQ, Joint Chief of Staff (JCS) and Combatant Commanders' staffs, Military Service components, and Government agencies. Responsible for all emergency and operational planning functions. Manages the DESC Command and Control Center (CCC).

Supports the DLA Contingency Support Team and DOD exercises. Provides oversight of the DESC security programs.

### PLANS

### FUNCTIONS:

1. Develops/reviews fuel requirements for contingency operations, OPLAN TPFDD development and review, and crisis action plans.
2. Maintains and operates multiple Command, Control and Communications (C3) systems including the Global Command and Control System (GCCS), the Global Combat Support System (GCSS), the Integrated Consumable Item Support (ICIS) Fuels module, the Joint Flow Analysis System for transportation (JFAST) and supports the development of other

automated systems supporting deliberate planning, contingency operations and homeland defense.

3. Supports development of the Inventory Management Plan (IMP), storage plans, and other DESC policies and procedures based on computer modeling and simulations, subject matter expert data collection and analysis, and/or combinations of both methods.
4. Develops, coordinates, and implements DESC emergency response plans supporting HQ DLA and Combatant Command theater operations.

## OPERATIONS

### FUNCTIONS:

1. Directs the DESC deployment functions related to the DLA Contingency Support Team (DCST) to include reviewing and implementing DLA deployment guidance, reviewing and coordinating DLA Support Plans to the Combatant Commanders, overseeing deployment preparation and training for DCST-Fuels members, and management of all Inter-Service Support Agreements (ISAs) for mobilization, deployment and medical support.
2. Maintains Command and Control Center in a state of readiness to provide immediate response to emergency situations or crisis conditions. Serves as the DESC crisis management focal point during contingencies, exercises, natural disasters, and activities outside of normal duty hours.
3. Monitors and analyzes international events and domestic situations having an impact on the DESC mission. Prepares charts, maps, and situation briefings to keep the Director and senior staff informed.
4. Participates in contingency planning exercises supporting Combatant Commands, the Department of Energy (DOE), and the Federal Emergency Management Agency (FEMA).
5. Manages the DESC security program to include physical security, crime and loss prevention, assists with criminal and security investigations. Performs all CONUS-based vulnerability assessments and assists with OCONUS vulnerability assessments as required by Federal law and DOD regulations.

## CUSTOMER SUPPORT AND ENTERPRISE INITIATIVES OFFICE (DESC-DS)

### MISSION:

The Customer Support and Enterprise Initiatives Office is responsible for developing and monitoring strategic plans and associated metrics. The office is responsible for fostering customer support concepts across all DESC business areas. These concepts are necessary to maximize relationships with customers, increase efficiency and effectiveness of DESC's support to its customers, and enhance customer satisfaction and loyalty. The office acts as the principal advisor to the Director and is responsible for the development, implementation, and oversight of the Customer Relationship Management (CRM) initiative within DESC.

The Office is also responsible for strategic planning which includes developing, coordinating, implementing and integrating DESC's strategies outlined in its strategic management system. It

also ensures that the DESC strategic management system is aligned with the Defense Logistics Agency Strategic Plan.

The office is responsible for implementing and monitoring Continuous Process Improvement (CPI) programs across all DESC Business areas. These programs include the development and training of Lean Six Sigma (LSS) teams, monitoring the progress of all DESC CPI projects, and developing new LSS projects. The Lean team is responsible for insuring alignment with the DLA Enterprise LSS program.

## CUSTOMER SUPPORT DIVISION (DSC)

### FUNCTIONS:

1. Serves as the DESC liaison to the DLA HQ-sponsored CRM initiative. The Director and Deputy Director are DESC's primary and secondary members of the DLA CRM Integration Team.
2. Is responsible for defining CRM requirements associated with DESC business processes. The definition of these requirements will be supported by input from within DESC and customers of both energy and information provided by DESC.
3. Develops strategic, operational, and analytical CRM processes, in consonance with the Enterprise DLA CRM Program in order to enhance interaction with customers and facilitate capture of customer data. This captured data will allow DESC to share customer information across multiple touch points and help DESC gain a better understanding of customer behavior. This better understanding of customer behavior supports better decision-making that drives improved customer support.
4. CRM will utilize customer transaction data captured in BSM-E. Evaluation and analysis of the data will lead to a better understanding of customer behavior.
5. Will develop the DESC enterprise customer profile system. This profile system will support requirements development and demand planning, and facilitate efficient transformation from peace to war.
6. Will provide marketing and education of customer support concepts and the CRM initiative to both DESC and its customers.
7. Coordinates with DESC-T on the possible development of an integrated operational/BSM-E Help Desk call center.
8. Serves as the DESC liaison for the DLA Customer Satisfaction Survey.
9. Sponsors DESC Customer Quadrant Initiatives of the DLA Balanced Scorecard.

## STRATEGIC PLANNING DIVISION (DSS)

### FUNCTIONS:

1. Works with the DESC senior leadership to develop, integrate and implement long-range strategic and operational goals and objectives within the DESC business environment.
2. Translates higher level strategy into operational terms by utilizing strategy maps and a Balanced Score Card approach.

3. Works to align the DESC Commodity Business Units, Staff and regions to the agreed upon strategies.
4. Develops, implements, and sustains a communication plan with includes a training and awareness program so that DESC employees understand the Strategic Management System in DESC and how their positions are connected to higher level strategies.
5. Serves as DLA HQ/DESC liaison in performance analysis efforts. Updates and integrates the DESC shared and contributory strategic objectives and business initiatives with the DLA Balanced Score Card.

#### LEAN SIX SIGMA DIVISION (DSL)

##### FUNCTIONS:

1. Serves as the DESC liaison to the DLA HQ-sponsored LSS initiative. The Director and Deputy Director are DESC's primary and secondary members of the DLA CRM Integration Team.
2. Is responsible for defining LSS requirements associated with DESC business processes. The definition of these requirements will be supported by input from within DESC.
3. Manages the training and development of all LSS Green Belt and Black Belt candidates.
4. Assists in conducting and facilitating LSS projects and Rapid Improvement Events (RIE).
5. Accumulates and stores all manual and electronic LSS project data for access by the workforce
6. Develops and maintains an electronic DESC process library GOVERNMENT FUEL

#### CARD PROGRAM MANAGEMENT OFFICE (DESC-K)

##### MISSION:

Advises the Director on all Government Fuel Card related matters. Provides oversight of all Government Fuel Card functions and will serve as process owner for centralized customer sources media.

#### ACCOUNTS MANAGEMENT OFFICE (DESC-KA)

##### FUNCTIONS:

1. Responsible for working closely with representatives from the military services, federal agency contacts, and state and local law enforcement representatives, credit card providers, contractors, and other commodity business unit personnel.
2. Responsible for developing, coordinating and integrating fuel card policies and procedures and technical guidance for all end use customers. Determines system access privileges and assigns permission levels with fuel card processing systems or BSM Energy. Disseminates new information to assigned accounts.
3. Responsible for monitoring transactional data, establishing new accounts, changing account information, validating card cancellations, and generating customer specific reports.



4. Responsible for attending various charge card accounting, financial, or fuel type meetings, conferences, or briefings. Provides overview briefings to end users for assigned accounts or answers questions relating to all fuel card programs.

#### TECHNICAL INTERFACE OFFICE (DESC-KB)

##### FUNCTIONS:

1. Responsible for development and dissemination of policy and procedures for enrollment, issuance and usage of fuel cards.
2. Responsible for system interfaces, legacy system enhancements, and system change requests, and generating specific reports, as needed.
3. Responsible for researching, analyzing, and resolving technical issues received from the account managers.
4. Responsible for automating Accountable Official database to perform monthly alerts or PM notifications, disseminating guidance promulgated to the approving official, certifying officials, accountable officials, and cardholders along with providing technical interface with BSM Energy.

#### MANAGEMENT CONTROLS OFFICE (DESC-KC)

##### FUNCTIONS:

1. Responsible for conducting analysis, oversight, and inspection of card accounts and supply chain elements involved in card acceptance and posting of sales data precipitated by cards.
2. Responsible for establishing and implementing management controls and program oversight, inspection, reporting, analysis and training to include limiting the span of control on the number of accounts for the Agency/Organization Program Coordinator, detection of fraud and abuse, electronic invoice review and certification, and processing rebates and transaction fees.

#### ENERGY CONVERGENCE OFFICE (DESC-O)

##### MISSION:

Ensures all of the Defense Energy Support Center's (DESC's) business requirements are fully reflected in the system that is emerging from the convergence of the Defense Logistics Agency (DLA's) Enterprise Business System and SAP's (Systems Applications and Products in Data Processing) industry solution Oil and Gas. Ensures the converged system is fully auditable and all mission critical requirements are incorporated into the final system design. This office will be in existence through delivery of the FOC milestone.

## ENERGY PROCESS OWNERS BRANCH (DESC-OS)

### MISSION:

Serves as the lead experts on their respective supply chain process areas: procurement, planning, finance, order fulfillment, and technical/quality.

### FUNCTIONS:

1. Works with other personnel serving as sub-process leaders and process, or sub-process, team members throughout DESC, the Services, and Defense Finance and Accounting Service (DFAS) as well as their respective process owners at Headquarters DLA.
2. Ensures that all DESC requirements, under their process, are fully covered as well as integrated with other processes. Serves as the initial arbitrator of divergent solutions/points of view within their process.

## PROGRAM SUPPORT OFFICE (DESC-OA)

### MISSION:

Works closely with the Headquarters DLA Program Management Office and ensure membership coverage of Working Integrated Product Teams (WIPT) to include assisting the Director and Deputy Director with membership on the Core WIPT.

### FUNCTIONS:

1. Serves as the primary members on the Acquisition, Testing, Technology, Systems Engineering/Requirements, and Security/Information Assurance WIPTs.
2. Works with the Energy Convergence Program Management Office (PMO) and the Systems Integrator, after Milestone B, and serves as members on any additional WIPTs created to include Change Management, Risks and Issues Management, Contracting and Administration, and Solutions Integration.

## DIRECTORATE OF BUSINESS INTEGRATION (DESC-T)

### MISSION:

The Directorate of Business Integration is responsible for retail and supply chain integration, system requirements, and knowledge management related to policy, procedures, and records management.

## RETAIL INTEGRATION DIVISION (DESC-TB)

### MISSION:

Responsible for supporting retail activity within the DESC Supply Chain and serve as the central office for coordination of Supply Chain Integration efforts.

## SUPPLY CHAIN INTEGRATION BRANCH (DESC-TBA)

### FUNCTIONS:

1. Serves the central office for coordination of efforts to support Supply Chain Integration (SCI) efforts prescribed by DOD 4140.1-R, DLA, and other DOD entities. This office shall represent the Center in DLA Partnership Councils and lead/coordinate customer agreement efforts for support of fuel sales to other than foreign Governments.
2. Represents the Center in DLA Partnership Councils and associated Performance-Based Agreements, and lead/coordinate agreement efforts for support of fuel sales to other than foreign Governments.
3. Coordination of retail business process support to include:
  - a. Interface mechanism for retail activity partner/customer/DESC CBU/Staff Offices.
  - b. Coordination/consensus development for issue response and customer support.
4. Service Representative Liaison Management

## RETAIL INTEGRATION BRANCH (DESC-TBR)

### MISSION:

Provides business and functional system support for DESC retail operations, including leading integration of support efforts at retail sites, developing and coordinating training, requirements/process integration with BSM-E, and retail-level support for Enterprise business processes.

### FUNCTIONS:

1. Responsible for the deployment of retail BSM-E functionality which entails the management of hardware/software distribution; configuration set-up; scheduling; training development and scheduling (partners and customers); integration with non-IT SC Support (ATG, AFSS); integration with BSM-E; coordination of all Supply Chain extension activities to support capitalization efforts; and requirements definition/coordination/budget recommendations for functional extensions and add-ons.
2. Responsible for the support of retail BSM-E functionality which includes the technical/configuration and remediation oversight; upgrade scheduling/training/integration; troubleshooting/ASG support; coordination/consensus development for business process remediation; and input to usage guidance.

3. Responsible for the development and implementation of Retail Knowledge Transfer.

#### SYSTEM REQUIREMENTS/SUPPORT INTEGRATION OFFICE (DESC-TI)

##### MISSION:

Serve as the DESC User Representative and liaison to J-6 for business process support requiring IT solutions. This office will work with Process Owners across the supply chain to ensure proper articulation and justification of new systems initiatives; shepherd initiatives through internal and external IT Governance mechanisms, provide functional life-cycle support to fielded systems components, monitor/measure J-6 performance against defined objectives, provide functional support to IT budgetary efforts, and monitor IT expenditures in accordance with DESC IT Governance objectives.

##### FUNCTIONS:

1. Leads/coordinates/develops consensus on DESC functional system requirements for BSM-E.
2. Represents DESC functional user to DLA-J-6, including DESC and DLA IT Governance mechanisms.
3. Administers DESC/J-6 PBA, ensuring DESC-s obligations are met. Obtains and/or provides properly articulated requirements/justifications for new functionality and/or extensions. Monitors/measures J-6 performance including expenditure tracking through status reporting and issue escalation efforts for the Center.
4. Coordinates IT budget input to Financial Operations.

#### KNOWLEDGE MANAGEMENT DIVISION (DESC-TK)

##### MISSION:

Responsible for facilitating the development/maintenance efforts of DESC Energy related policy/procedural guidance and Records Management, and will also serve as the DESC central office for external data dissemination.

#### SUPPLY CHAIN POLICY AND PROCEDURES BRANCH (DESC-TKS)

##### FUNCTIONS:

1. Lead and manage efforts to develop and maintain currency of guidance contained in DOD 4040.25-M, DOD 4140.25M, DESC 4220.1, BSM-E Interim Guidance, DESC/BSM-E Software Application Guidance, DESC/BSM-E Software Application Guidance, DOD Forms Management in support of DESC IMM missions
2. Lead and manage the development of requirements for: reports; reporting tools; data normalization; and export/visibility capability external to DESC.

## DLA/DESC POLICIES AND PROCEDURES BRANCH (DESC-TKI)

### FUNCTIONS:

1. Lead and manage efforts to coordinate and maintain currency of guidance contained in the DLA One Book, DESC Standard Operating Procedure (SOP) Program, DESC Policy/Instructional Letter Program, Host-Tenant Support Agreements between DESC and the supporting installation, and elsewhere as applicable to multiple elements within the Center.
2. Lead efforts to develop and maintain Records Management guidance/system for implementation throughout the Center in support of DLA Records Management requirements.

## AUDITABILITY SUSTAINMENT OFFICE (DESC-TS)

### MISSION:

Serve as the DESC lead to provide supply chain oversight and maintenance of DLA/DESC's Financial Officer's Certification for auditability and maintains the currency of the associated OSD assertion tabs as well as all associated business processes.

### FUNCTIONS:

1. Oversee, manage, and periodically test DESC's Supply Chain Management Control Program in accordance with OMB Circular A123 and Headquarters DLA guidance.
2. Serve as the DESC central office for coordinating responses to Inspector General Audits with regard to auditability and the DESC Management Control Program.
3. Manage DESC's corrective actions that result from the above mentioned audit findings.
4. Identify any deficiencies that preclude DESC's ability to become and remain fully capable of receiving an unqualified audit opinion and to initiate appropriate corrective action.

## EXECUTIVE AGENT OFFICE (DESC-X)

### MISSION:

Responsible for DOD Executive Agent (EA) for Bulk Petroleum implementation within the Department of Defense (DOD). Provide structure, support, and direction to the EA Component Steering Group (CSG) in the execution of Supply Chain Management for all Bulk Petroleum owned by the Department of Defense and its responsibility for management from source of supply to the point of customer acceptance, with the emphasis on improving efficiency. Responsible for the coordination of all initiatives identified under the CSG's EA Roadmap through the use of Integrated Process Teams (IPTs) chartered by the CSG or initiatives resulting from direct assignment by the CSG.

## FUNCTIONS:

1. DESC-X will represent DLA/DESC and provide direct manpower support (government leads) to the CSG and on the following IPTs and on any other IPTs created by the CSG, and in any continuing or subsequent initiatives within each of these respective areas:
  - a. Information Technology
  - b. Equipment and Training
  - c. End-to-End Distribution
  - d. Quality Assurance/Surveillance
    - i. The DESC-X IPT government leads work closely with IPT Co-Chairs, representatives from the Military Services, foreign governments and militaries, federal agency contacts, contractors, and other DESC Commodity Business Unit personnel on IPT and CSG initiatives.
    - ii. The DESC-X IPT government leads will be responsible for developing and updating as necessary individual IPT Roadmaps and plans of action and milestones (POA&Ms), meeting agendas, scheduling and coordinating IPT meetings, and developing and disseminating meeting minutes.
    - iii. The DESC-X IPT government leads will be responsible for the development of contract statements of work (SOWs) to conduct various studies and business case analysis to support CSG and IPT initiatives.
    - iv. The DESC-X IPT government leads will monitor progress of contracts as required by SOWs, review billing invoices for accuracy, and other contracting officers designated representative (COR) duties as required.
    - v. The DESC-X IPT government leads will develop and submit IPT budgets for DESC-X consolidation and submission to DESC-RB. DESC-X will also be responsible for monitoring, in concert with DESC-RB, the DESC-X budget execution.
    - vi. The DESC-X IPT government leads perform research and analysis as needed to support CSG and IPT initiatives.
2. DESC-X will be responsible for developing and updating the CSG EA Roadmap, scheduling and coordinating CSG meetings and agenda, and developing and disseminating meeting minutes.
3. DESC-X will be responsible for developing and updating the CSG EA Concept of Operations (CONOPS) document.
4. DESC-X will be responsible for the development and submission of the EA Annual Report to the Office of the Secretary of Defense.
5. DESC-X will be responsible for interpretation of the DODD 5101.8 EA Directive and the development and update of the EA strategic vision.

## INTERNAL REVIEW OFFICE (DESC-DI)

### MISSION:

Provides an independent appraisal of organizational operations and the effectiveness of internal controls. Advises on all internal reviews, external audits, inspection matters, and related follow-up inquiries. Manages the DESC Complaint Program and serves as the central office of records for the Hotline Referral and the DLA Complaint Programs.

## **FUNCTIONS:**

1. Manages the Internal Audit Program. Conducts independent internal reviews/audits of DESC programs, organization activities and operations to determine the effectiveness, efficiency, and adequacy of internal controls in compliance with applicable laws and regulations. Responds to special request for review or analysis.
2. Manages the Audit Follow-up Oversight Program. Performs follow-up reviews on management actions taken on agreed-upon recommendations cited in audit and review reports. Tracks and coordinates responses to external audit follow-up inquiries. Provides quarterly status of incomplete actions to HQ DLA.
3. Serves as the Liaison Office for all external auditing agencies, coordinating meetings and site visits. Tracks report findings and recommendations. Coordinates to ensure formal comments to external audit reports are responsive. Assists functional experts in mediation of non-concurred findings or recommendations. Informs top management of external audits and the status of potential findings that may involve DESC. Serves as the Audit Focal Point for all audit-related matters.
4. Acts as Cross-Functional Team Lead for the annual Financial Statements Audit. Assists in the audit process ensuring requested data are provided timely. Serves as the Audit Focal Point for the DLA Audit Committee.
5. Manages the DESC Compliant Program and serves as the Hotline Referral Office. Processes complaints in accordance with the DLA regulation. Investigates hotline allegations when appropriate or refers to an independent subject expert as investigating official. Serves as the central office of records on DESC cases for the Hotline Referral and DLA Compliant Programs.

## **SMALL BUSINESS (DESC-DU)**

### **MISSION:**

Serves as the Program Manager for Small Business and Disadvantaged Business Utilization Programs. Directs the accomplishments of the program objectives in accordance with DOD policies and Small Business Administration (SBA) Act as amended by Public Laws 95-507 and 100-656.

### **FUNCTIONS:**

1. Recommends overall Small Business objectives and goals to the Director. Participates in interagency programs relating to SB/SDB matters as authorized by the Director.
2. Maintains SB/SDB programs designed for current and future acquisitions through the Small Business Administration (SBA) and other methods.
3. Reviews acquisitions and reports maximum participation of small businesses.
4. Advises COs of discharging responsibilities related to Small Business Programs.
5. Participates in determining responsibility and/or responsiveness of Small Business concerns to provide assistance and counseling. Advises the small businesses accordingly.
6. Provides quarterly status briefings to the Director concerning the Small Business utilization programs related to goals and objectives by higher headquarters.

7. Responsible for providing Small Business education and training in performing Small Business functions.
8. Acts as liaison between DESC and Small Business Administration to provide assistance, consultations, and makes recommendations to the Small Business Program.
9. Participates in Government-industry conferences assisting SB/SDB/WOSB/Hubzone SB concerns to include Business Opportunity, Federal Procurement, Minority Business Enterprise Procurement seminars, and Minority Business Opportunity committee meetings.
10. Participates in development and implementation of automated contracting systems to assure interests of all Small Business concerns are fully considered in accordance with the FAR 19.202-4(c), FAR 19.505(c) and FAR 19.502.
11. Ensures frequent publicizing of DESC Small Business programs in the appropriate media. Maintains a list of products and services placed on repetitive Small Business set-asides.
12. Provides information to Small Business firms regarding assistance available from Federal Agencies such as the SEA, Office of Minority Business Enterprise, BIA, Office of Economic Development, National Science Foundation, and Department of Labor.
13. Recommends acquisition awarding under FAR 19.5 as a set-aside; under FAR 19.8 as a Section 8(a) award; under FAR 19.12 as a Small Disadvantaged Business award; under FAR 19.13 as a Hubzone preference; and under procedures authorized by Section 1207 of Public Law 99-661.
14. Assists Small Business concerns in obtaining information regarding contract payments, late payment interest penalties, and contract payment provisions.

#### OFFICE OF COUNSEL (DESC-G)

##### MISSION:

Provides legal advice and services on matters involving or affecting DESC. Responsible for court litigation matters to include gathering evidence, obtaining witnesses, and developing legal positions and arguments. Serves as the designated agency ethics official and provides annual standards of conduct briefings to DESC employees.

##### FUNCTIONS:

1. Performs legal research and makes recommendations concerning the development, analysis and implementation of DESC plans, program, systems and operations. Provides advice on legal aspects of establishing and implementing internal controls.
2. Assists in the formulation of acquisition policy and procedures. Reviews and advises on post contract award actions such as termination settlements, payments, and innovation agreements. Participates in contract negotiations determining the enforcement of contractual rights and obligations. Advises on the identification and resolution of potential and actual claims and legal sufficiency of CO decisions under the "disputes" clause.
3. Reviews allegations of mistakes in bids on procurement contracts and permits withdrawal or provides recommendation to correct, deny correction, or deny withdrawal, IAW existing regulations. Reviews proposed disposition claims of mistaken contract awarding. Upon request, acts for extraordinary contractual relief IAW existing regulations.



4. Responsible for court litigation matters to include gathering evidence, obtaining witnesses, developing legal positions and arguments. Prepares litigation reports and drafting pleading, motions, memoranda and other filings supporting the Department of Justice.
5. Serves as the DESC Alternative Dispute Resolution Specialist and assembles facts for preparing proof of claims and reports. Represents DESC in matters related to contractor insolvency and bankruptcy.
6. Responsible for determining DESC legal position on protests submitted to the CO. Prepares reports and recommendations to higher authority on protests filed with the GAO against the award of contracts and on cases referred by the Special Counsel, Merit Systems Protection Board.
7. Represents DESC in all administrative litigation proceedings before the Armed Services Board of Contract Appeals. Arranges for DESC representation in matters before an arbitrator appointed under the terms of a negotiated bargaining unit agreement, the Merit Systems Protection Board, the Federal Labor Relations Authority, and the Equal Employment Opportunity Commission.
8. Serves as the Deputy designated DESC ethics official and ethics counselor under the ethics program. Reviews the Executive Branch Confidential Financial Disclosure Reports. Provides standards of conduct briefings on a regular basis to DESC employees.
9. Examines contracts for potential contract fraud, violations of antitrust laws, improper conduct by contractors, and conflict of interest laws and regulations. Refers investigative matters to appropriate investigative agency and if warranted, initiates further action and recommends to higher authority for debarment or suspension.
10. Analyzes legal impact of proposed and new legislation, regulations, and policies. Provides revisions of Federal and State congressional and legislative matters. Monitors Congressional inquiries and prepare collaborated response.
11. Serves as legal member of duly constituted boards, panels or committees.

#### FINANCIAL OPERATIONS (DESC-R)

#### OFFICE OF THE DIRECTOR (DESC-R)

#### MISSION:

Responsible for implementation of policies and objectives related to resource management including financial policy, administration of budget resources, funds control; organization control and effectiveness; automated financial and accounting systems and various Federally mandated resources related programs. Prepares, submits and justifies the DESC budget request to DLA, OSD/OMB and when required, to Congress. Performs financial review of international agreements for fuel support to Military customers. Provides centralized manpower related planning and support to the Director and other DESC offices. Provides advice on energy industry and economic market conditions. Provides financial and program support for the DESC aviation, ground and missile fuels retail mission.

## **FUNCTIONS:**

1. Prepares, submits and justifies for the Center, Defense Business Operations Fund (DBOF) and appropriated budget requests to DLA, OSD/OMB and, when required, to Congress.
2. Participates in direct negotiations with foreign governments for petroleum logistics support as authorized by DOD Directive 4140.25, Management of Bulk Petroleum Products, Storage and Distribution Facilities. Provides guidance and assistance concerning financial matters to officials involved in negotiations of international agreements for petroleum logistics support.
3. Coordinates implementation and/or development of new or additional programs.
4. Reviews operational data; develops analyses.

## **PROGRAM BUDGET DIVISION (DESC-RB)**

### **MISSION:**

Responsible for the administration of financial resources and implementation of financial management policies relating to budgeting, standard pricing, credit returns and fund certification. Responsible for work year control. Performs review and analysis functions and conducts Monthly Management Reviews.

## **BUSINESS SUPPORT BRANCH (DESC-RBB)**

### **FUNCTIONS:**

1. Determines financial resources required for accomplishing mission, justifies budget requirements, and monitors the execution of the approved budget.
2. Develops and justifies required end strength, full time equivalents, and work years.
3. Receives reviews and displays budget programming data to show consistency with command plans; develops and submits the Program Objectives Memorandum (POM).
4. Conducts analysis of operational cost data relative to established goals and plans, and assesses significant cost trends, irregularities, or deficiencies for recommendations for corrective actions.
5. Prepares progress and statistical data for DESC staff elements, Monthly Management Review (MMR), and releases to higher headquarters.
6. Manages the preparation, justification and execution functions for the DESC Capital budget. Presents, justifies and defends the budget estimates at budget hearings conducted by the Office of the Secretary of Defense (OSD) and Office of Management and Budget (OMB).

## FUELS SUPPORT BRANCH (DESC-RBF)

### FUNCTIONS:

1. Provides budget guidance related to the development of the Defense Working Capital Fund (DWCF) budget to appropriate activities.
2. Manages the preparation, formulation, justification and execution functions for the DWCF. Presents, justifies and defends the budget estimates at budget hearings conducted by Office of the Secretary of Defense (OSD) and Office of Management and Budget (OMB).
3. Implements DOD policy for standard pricing. Establishes and reviews standard prices for DWCF items. Evaluates actual working capital fund costs and trends for consistency with projected costs and profit and loss. Develops Net Operating Result (NOR) plans and tracks program execution against this plan.
4. Evaluates DWCF operational variances and trends to ensure consistency with approved budget policies and programs.
5. Determines adequacy of pricing and surcharges and takes appropriate corrective action to ensure the integrity of DWCF. Analyzes financial results of inventory transactions and initiates corrective action.
6. Conducts continuous integrated analyses of operating performance relative to working capital fund operations. Controls the working capital fund authorizations, commitments, obligations and expenditures. Accumulates and maintains funding data for reporting purposes.
7. Certifies availability of funds authorizing commitments and obligations.
8. Provides data for inclusion in the DLA Performance Contract and analyzes actual numbers. Reports discrepancies between actual numbers and the performance contract.

## MANPOWER & WORKFORCE DEVELOPMENT DIVISION (DESC-RL)

### MISSION:

Provides centralized manpower related planning and support to the Director, staff, CBUs, and Region Offices. Acts as the control point for all personnel actions and issues between DESC Directorates, staff, CBUs, Region Offices and Human Resources Office in liaison with DLA, Specified and Unified Commands, Military Service components and government agencies. Develops and manages a comprehensive DESC Human Capital Management program to include personnel forecast, recruiting strategy, employee development, workforce representation, mentor/protégé opportunities, surveys tools, and leadership enhancement. Manages the Automated Time Attendance and Production System (ATAAPS), the Defense Business Management System (DBMS), the Inter-Service Support Agreements (ISSAs), the Modern Defense Civilian Personnel Data System, Training With Industry (TWI), Defense Acquisition University, (DAU) contracting, quality, and other areas as necessary, Ninth House, Defense Acquisition Workforce Improvement Act (DAWIA), DATS Contracting Officer Technical Representative (COTR), The Student Loan Repayment Program and the DESC Intern Center

## MANPOWER ANALYSIS TEAM (DESC-RLM)

## FUNCTIONS:

1. Conducts Organization Management Reviews and Resources Utilization Studies to ensure maximum efficiency and effectiveness. Reviews and advises on proposed changes in organization and position structure. Manages the DESC Organization Charts to monitor current and potential personnel gains and losses. Processes all organization realignments and issues DESC General Orders. Publishes and maintains the DESC Organization, Mission and Functions Manual, DESC M 5810.1.
2. Advises DESC Staff elements on internal Human Resource and Labor Relation matters. Coordinates with the Human Resources Offices on civilian personnel matters. Serves as the Control Point for all personnel actions and issues between DESC and CSU Columbus. Conducts studies, research and analyses to implement various management and personnel-related programs and resolves problem areas. Furnishes advice and assistance on all related matters.
4. Manages and administers DESC award and incentive programs such as the DESC Employee of the Month Program and the DESC Entrepreneur Program. Serves as DESC Coordinator for all higher headquarters award programs. Provides policy and guidance on DESC and DLA award submissions.
5. Prepares and distributes the DESC Fact Book, a fiscal year summary of statistical data covering inventories, consumption, financial condition, contract and procurement figures, operation and maintenance and other pertinent management information as provided by DESC sources.
6. Establishes and maintains DESC subsidiary cost codes. Develops the necessary Task Code structure for the DESC Organization Management (ORGMGT) controls to facilitate tracking of budget and manpower information. Recommends cost account codes for special programs to HQ DLA IAW LFM. Reports DESC workload data in the Management Information System (MIS).
7. Serves as the DESC focal point for Time and Attendance and responsible for the Automated Time Attendance and Production System (ATAAPS). Serves as the DESC Terminal Area Security Office (TASO). Responsible for monitoring and assigning all ATAAPS access and passwords. Responsible for establishing, monitoring, and conducting file maintenance for both timekeepers and certifiers. Ensures changes realignments, reassignment, gains, losses, etc. are forwarded to J-8 for coordination via ATAAPS.
8. Manages the development of the DESC Activity Based Costing (ABC) Program. Conducts surveys, provides briefings and reports to higher headquarters. Performs cost/benefit analyses for acquiring and implementing various software tools to improve the efficiency of the program.
9. Serves as the DESC Coordinator for Inter-Service Support Agreement (ISSA) Program. Reviews and coordinates all DESC Inter-Service Support Agreements and serves as the DESC "Office of Record" for all support agreements.
10. In coordination with management, responsible for verifying, editing, and monitoring all draft or new positions descriptions received. Serves as focal point for Priority Placement Program and the Overseas Extension Assignments. Responsible for the Employee Leave Database Program.

## MANPOWER AND WORKFORCE PLANNING TEAM (DESC-RLP)

### FUNCTIONS:

1. Provides definition, analysis and monitoring of Workforce Development initiatives conducted by DLA such as but not inclusive to:
  - a. DESC Multi-Functional Program
  - b. DESC Mentor/Protégé Program
  - c. Federal Career Intern Center in concert with DTC
  - d. Multi-Source Feedback Program
  - e. Enterprise Leader Development Program
  - f. Executive Development Program
2. Develops, prioritizes, executes and monitors DESC corporate training initiatives.
3. Serves as DESC liaison/POC for DLA HQ training and development initiatives.
4. Provides oversight and policy guidance for DESC managers with regards to workforce development, leadership enhancement, and employee policy matters.
5. Acts as liaison with union representatives, DESC managers, and DESC workforce as required.
6. Assists in assessing job requirements for the whole range of DESC career fields.
7. Identifies and evaluates training processes for recommendation and implementation.
8. Leads and/or participates in program initiative for organizational workforce development issues.
9. Manage the DESC Intern Center which serves as the staff element responsible for the recruitment, placement, to facilitate career development and monitor training of interns.
10. Manage the DESC Recruiting Strategy which is designed to fill current and projected vacancies with candidates from various sources to accomplish DESC's mission.

## WORKFORCE DEVELOPMENT TEAM (DESC-RLW)

### FUNCTIONS:

Serves as the principal advisor, and consultant, for all DESC Training and Workforce development initiatives. Establishes and acquires specialized training programs, workshops, and seminars to meet specific DESC requirements. Tracks, analyzes and reports DESC training information to higher headquarters. Reviews, approves, acquires and processes all DESC individual training requests. Manages the DESC training IMPAC and check writing responsibilities. Manages the DESC student loan repayment program. Responsible for distance learning, Ninth House, Training With Industry (TWI), Learning Page/DLA Today, Performance Enhancement Program (PEP), Glass Ceiling Tracking, Petroleum Officers Course, Executive Development, supervisory courses, Defense Acquisition University (DAU), Contracting, Quality, Defense Acquisition Workforce Improvement Act (DAWIA) Certifications, Defense Acquisition Core, Joint Course of Logistics Decision Analysis for Logisticians, and College/University Special Assignments.

1. Develops and manages a comprehensive DESC Human Capital Management program to include workforce forecasting, recruitment, and training.
2. Learning Management System (LMS) administrators. Manages training needs for DESC employees through the LMS system.
3. Provide definition, analysis and monitoring of Workforce Development initiatives conducted by DESC:
4. Defense Acquisition Improvement Act (DAWIA) compliance (in conjunction with the Center Senior Procurement Official)
5. DESC Multi-functional Program
6. DESC Mentoring Initiative
7. Creates and manages a customer-focused corporate culture by recruiting, training, maintaining, and supporting a customer-focused logistics team.
8. Develops, prioritizes, executes and monitors DESC corporate-level training efforts.
9. Serves as DESC liaison for DLA HQ training/development efforts.
10. Provides oversight and policy guidance for DESC managerial staff in matters relating to workforce development, training, and evaluation of employees.
11. Acts as liaison with union representation, DESC managers, and members of the DESC workforce as required concerning personnel matters.
12. Provides assistance in implementation and management of the DESC Knowledge Management Initiatives.

#### OFFICE OF MARKET RESEARCH (DESC-RN)

##### MISSION:

Provides technical advice on energy industry and economic market conditions considered in DESC materiel management decision-making process. Performs research and cost/price market analyses to determine trends affecting petroleum/natural gas markets and long-range planning of the energy industry. Manages DESC involvement in the acquisition and sale of crude and refined petroleum for the Strategic Petroleum Reserve (SPR) program.

#### MARKET & RESEARCH ANALYSIS

##### FUNCTIONS:

1. Advises on the economic market conditions impacting DESC materiel management decision-making process to meet forecasted conditions. Provides guidance to DESC personnel in analyzing market price data and interpreting industry market data.
2. Analyzes procurement trends revealing market conditions and economic changes. Publishes market research analysis data on plans, projections, and forecasts of the energy industry worldwide. Conducts continual surveillance of the energy industry to accurately measure potential and actual market conditions.
3. Performs energy market research for determining trends affecting petroleum/natural gas markets and long-range planning of the energy industry outlook for specific products and potential technological developments.

4. Gathers, analyzes, and disseminates information on energy industry output, prices, production, and other market indicators. Analyzes current situations with respect to supply, demand, prices and outlook for the major products/categories.
5. Conducts comprehensive impact studies on future domestic development and foreign energy sources of fuel supply to DOD and Federal agencies.
6. Maintains current energy information on plant locations, processes, production market levels/outlook, and major policies affecting oil and new energy sources worldwide. Prepares analyses of production and capabilities contingency or emergency planning.
7. Analyzes contractor market sales data for major purchases of energy products. Prepares a formal market price range analysis of results and updates the market price ranges on a regular basis.
8. Provides petroleum pricing and cost forecasting support in formulating stock fund prices and Defense Base Operating Fund (DBOF) budget projections.

## STRATEGIC PETROLEUM RESERVE (SPR)

### FUNCTIONS:

1. Serves as the SPR focal point with the Department of Energy on all SPR guidance related matters. Analyzes, evaluates, and interprets SPR guidance and issues DESC internal SPR program policy and instructions.
2. Maintains liaison with the U.S. Petroleum Industry, U S. Trade Organizations, and Government agencies to ensure development and maintenance of effective and compatible petroleum acquisition and sales plans.
3. Provides guidance in the development and surveillance of mid-/long-range SPR acquisition plans, objectives and operations. Coordinates formulation of SPR acquisition and sales plans.
4. Maintains liaison with Military Sealift Command (MSC) and Maritime Sealift Command (MARAD) and advises on tanker transportation matters affecting the SPR program.
5. Reviews and coordinates all SPR contract changes, purchase orders, modifications, change orders, supplemental agreements, show cause letters, cure notices, and final determinations for convenience/default.
6. Provides SPR recommendations to Department of Energy regarding the applicability, scope, feasibility, economy, essentially, priority of proposed storage, and logistics systems design affecting DESC mission.
7. Advises on the acquisition and sales aspects of the SPR Program and participates in the development of staffing/budgeting justification for the Defense Stock Fund (DSF) SPR budget.
8. Coordinates DESC-related responses to Congressional inquiries, Congressional testimonies, General Accounting Office (GAO) reports, Inspector General (IG) reports, and management reviews.
9. Controls the formulation of programs prescribing policies for accountability of DLA-owned SPR crude oil cargoes and related losses. Monitors accountability problems related to complaints, reconciliation, follow-up actions, and record losses/claims actions.
10. Reviews audit cargo variances based on the Tanker/Barge, Material Inspection/ Receiving Reports, Loading/Discharging Reports, and investigation reports to ensure proper

documentation of loading/discharging vessels, lightening operations, and losses/adjustments providing accurate notation of quantity and quality documentation.

## COST & PRICE ANALYSIS

### FUNCTIONS:

1. Conducts cost and price analyses for bids or proposals and evaluates reasonableness of contract price proposals and submission of data. Prepares comprehensive recommendations concerning negotiation objectives for cost/price or profit for the non-competitive higher dollar and more complex procurements.
2. Analyzes financial statements and notifies CO of requirements and nature of additional financial statements or information required. Reviews and analyzes proposed contractor's financial data and requests for additional information as needed.
3. Advises on cost and price financial matters in preparation to attend pre-negotiation objective briefings, contract negotiations, and in the planning and administration of contract actions. Participates on Acquisition Review Boards.
4. Provides trend reports of market statistics of specific cost/price or market analyses to include fair/current market price. Maintains historical information and projects rates/factors for individual contractors and labor rates/price indices for industrial segments.
5. Assists in preparing solicitation provisions involving price evaluations and contract repricing. Assists in processing GOCO/COCO claims and profit/loss analyses connecting to other Government contracts having a bearing on the claim in question.
6. Serves as liaison between COs, DLA, and defense contract management offices on cost and pricing matters or other financial data to include obtaining data and field pricing/audit assistance. Provides input for inclusion in the Price Negotiation Memorandum.
7. Utilizes statistical analytical techniques in cost and price financial analyses. Provides technical advice on the availability and use of computerized analytical techniques and cost evaluation models.
8. Maintains a contract audit tracking system for reportable contract audits and submits a semiannual follow-up status report of reportable contract audits to HQ DLA.
9. Performs in-dept cost/price reviews of small purchase procurements and evaluates price referrals/challenges selected as possible candidates for overpricing. Performs post award price analysis on procurements identified by reviews and BY automated price variance reports or other means.
10. Conducts continual reviews of price reasonableness determinations of small and large purchases identified on a selective sampling basis.
11. Performs pricing reviews on National Stock Number (NSN) items and recommends voluntary refunds, price reductions, and/or repayment when appropriate overpricing is identified.
12. Prepares independent Government estimates of selected items in connection with pre-award pricing reviews, price challenges, and post-award overpricing to ensure correlation between cost of an item and its value.
13. Develops and recommends DESC position on proposed/existing legislative policies; training; inquiries; audit and inspection findings; price evaluation and price reasonableness determinations; and other contract pricing and financial matters.



14. Reviews and makes recommendations to the sufficiency of all exceptional case catalog or market price exemptions under the FAR provisions. Serves as Office of Record for all actions approved.

## FINANCIAL INTEGRITY AND ANALYSIS DIVISION (DESC-RP)

### MISSION:

Responsible for the integrity of DESC's financial/accounting systems. Serves as intermediary between the Defense Finance and Accounting Service (DFAS) and DESC concerning financial matters. This role is typically referred to as a liaison function.

## FINANCIAL LIAISON OFFICE (DESC-RPL)

### FUNCTIONS:

1. Ensures and assists DFAS as required in performing appropriate accounting reconciliation between Subsidiary Ledgers and General Ledgers IAW generally accepted accounting principles and standards.
2. Responsible for determining the causes for improper general ledger balances and taking appropriate follow-up actions. Performs trend analysis on each major general ledger account to ensure values reported through the financial statements truly represent the financial business of the Center.
3. Monitors interest payments to vendors and the associated causes to facilitate the applicable corrective actions.
4. Reviews negative inventories to determine corrective actions necessary within the Center and/or DFAS.
5. Performs un-liquidated obligation and un-obligated commitment reviews and where required, obtains necessary documentation and/or ensures appropriate transactions are recorded properly in the accounting system of record.
6. Acts as focal point on behalf of the Center and DFAS for financial matters. Provides payment assistance on behalf of DFAS claims initiated by the Center. Conducts reconciliation of all DESC initiated claims.
7. Researches and resolves irregularities concerning in-transit and inventory operational problems.
8. Maintains Financial Listings as appropriate.
9. Facilitates adjustments to financial data as warranted to ensure the accuracy of financial records and systems.
10. Conducts training as required on financial processes.

## SYSTEMS ANALYSIS AND PROCEDURES BRANCH (DESC-RPP)

### FUNCTIONS:

1. Ensures the timeliness and integrity of DESC financial/accounting systems.

2. Ensures adherence to prescribed accounting/financial regulations and Public Law.
3. Serves as directorate focal point for all functional matters related to the use of Automated Information Systems (AIS) and microcomputers for the directorate. Provides technical advice/assistance to the directorate and functional managers with respect to AIS.
4. Develops/analyzes functional management requirements/system changes/program trouble reports for the directorate and assures appropriate interface with Center-wide AIS and microcomputers.
5. Reviews system changes developed by DESC, DFAS, HQ DLA, etc., to determine impact on directorate.
6. Researches specific AIS problems within the directorate to confirm functional requirements were adequately/properly followed in system design. Participates in problem resolution.
7. Develops, plans, and executes a variety of system testing procedures including Environmental Testing (ET) and Functional Testing (FT).
8. Prepares Requirements Documents as required for AIS equipment for the directorate. Maintains and updates the directorate ADP equipment inventory including hardware and software.
9. Develops end user programs in a variety of systems in response to data calls, both internal and external to DESC.
10. Prepares and coordinates responses to inquiries on audit reports/reviews including GAO audits, DOD Inspector General Reports, DLA auditors and Management Reviews.
11. Monitors and participates in the development of the Fuels Automated System (FAS).
12. Develops, implements, and analyzes financial policies and procedures. Troubleshoots financial operating deficiencies.
13. Develops financial Standard Operating Procedures for new technological applications as required.
14. Assists with the development/implementation of Electronic Commerce (EC) Business initiatives.
15. Assists with the formulation of tax policies and procedures.
16. Provides coordinated tax advice to the Center.
17. Participates in the establishment of retail policies and procedures.
18. Conducts training on financial operations/systems as required.

#### ACCOUNTING OPERATIONS/CFO COMPLIANCE TEAM (DESC-RPO)

##### FUNCTIONS:

1. Analyze monthly, quarterly and year end Financial Statements covering the Working Capital Fund.
2. Analyze and coordinate monthly Financial Statement footnotes.
3. Perform quarterly Financial Variance Analysis for Working Capital Fund general ledger accounts as required.
4. Perform Chief Financial Officer Compliance tasks in order to obtain and sustain favorable audit opinions on DESC Financial Statements.
5. Analyze/review reports and general ledger reconciliations to subsidiary ledgers.
6. Serve as a focal point for operational accounting issues with DFAS.

## FINANCIAL TAX OPERATIONS (DESC-RPT)

### FUNCTIONS:

1. Ensures DESC's financial/accounting systems comply with Federal and State Tax Codes. Researches, coordinates, and approves tax related system modifications. Maintains the system tax model in compliance with the tax codes and the business rules.
2. Justifies, coordinates and implements system solutions for business scenarios involving tax. Provide tax feedback to system leads on future system implementations when tax issues could impact the schedule.
3. Monitors and participates in the transition to OED/OGF for tax while supporting the legacy system. Researches, coordinates, and validates the tax on all fuel movements. Creates all tax related technical and functional system changes/program trouble reports for the financial/accounting systems including outside interfacing systems.
4. Provides coordinated tax advice to the Center and DFAS in support of tax payments, billings, filings and tax related questions. Gathers requirements, coordinates, and creates tax reports to support tax filing, tax monitoring and tax audits.
5. Assists the Center with the formulation of tax policies and procedures.
6. Coordinates with DESC San Antonio and DFAS on tax related customer and vendor questions.
7. Coordinates and answers DESC business related tax audit questions beyond DFAS's understanding. Provides feedback to DFAS on any logistical or technical tax filing issues or problems.
8. Assists with external tax audits and internal reviews. Reviews final responses to ensure consistent and correct tax information.
9. Coordinates with the system leads, accounting team members and other functional offices to ensure that tax modifications or solutions do not negatively impact the overall system.

## RETAIL MANAGEMENT DIVISION (DESC-RR)

### MISSION:

Responsible for providing financial and program support for the DESC aviation, ground and Aerospace Energy retail mission for the Defense Working Capital Fund. Provides administrative and financial support to the division and to the Aerospace Energy Commodity Business Unit.

## FINANCIAL SUPPORT BRANCH (DESC-RRF)

### FUNCTIONS:

1. Responsible for validation of vendor invoices for all DOD commercial off-station fuel purchases and submission of the validated invoices to appropriate DFAS activities for payment.
2. Responsible for the management of the non DOD sales program to include collection of documentation for all sales to Non DOD agencies, including foreign governments, other federal government agencies, state and local agencies, commercial contractors and charter aircraft. Review and validate all documentation and prepare for submission to DFAS Columbus to support billing actions.

3. Responsible for tracking all transactions challenged by customers using the Review and Challenge function in the Fuels Enterprise System (FES). Monitor unresolved transactions and coordinate with seller activities to take action on any unresolved challenges.
4. Provides customer support to include managing the Dispute Database in coordination with DFAS Columbus in order to resolve disputed transactions. Coordinates AIR Card/SEA Card account file maintenance actions with contracted card vendors.
5. Provides program management support for aircraft ownership details in the Fuels Automated System (FAS) as reflected in Reliability and Maintainability Information System (REMIS) for Air Force aircraft.

#### RETAIL SUPPORT BRANCH (DESC-RRR)

##### MISSION:

Assist in providing program management and technical support for the Replacement-in-Kind (RIK) agreements and Fuel Exchange Agreements (FEA). Program management support consists of reviewing and coordinating on all FEA/RIK on behalf for the Financial Operations Directorate and participating in reconciliation conferences and providing Retail Management support to the RIK administrator on RIK agreement issues. Technical support consists of validation of RIK invoices and ensures timely processing of RIK transactions and participating in FEA/RIK negotiations. Provide copies of all documents to DFAS for action.

##### FUNCTIONS:

1. Prepare commitment requests for exercise funding. Receive, review and authorize payment of vendor invoices for exercise support.
2. Process transactions for exercises and contingency operations fuel issues and submit the data to DFAS for billing to the appropriate end customer.
3. Responsible for validation of vendor invoices for all DOD foreign local purchases and submission of the validated invoices to appropriate DFAS activities for payment.
4. Responsible for the management of the Retail Fuels Purchase Agreement approval program for all non-DOD aircraft, including foreign governments, other federal government agencies, state and local agencies, commercial contractors and charter aircraft.
5. Monitor, reconcile and track retail Obligation Authorities (OAs) for aviation and ground fuels

#### PROGRAM SUPPORT BRANCH (DESC-RRP)

##### FUNCTIONS:

1. Responsible for the administration/management of funds provided by DESC-RB related to the Retail Management Division and the Aerospace Energy (AE) Commodity Business Unit.
2. Responsible for all security for the building including classified materials and equipment. Manage and maintain the facilities and the property. Focal point for all safety issues.
3. Responsible for the Continuity Operations Plan (COOP) for DESC San Antonio.

4. Provide administrative support to the Aerospace Energy Commodity Business Unit and the Resources Management Division to include, travel orders, mail distribution, overnight mail, coordinate training activity, monitor visitor information and other related duties.
5. Develops and submits the Program Objective Memorandum (POM) and other budget related items for Aerospace Energy to be subsequently included in the overall budget. Development of budgets includes preparation of all budget information to include receipts, inventory, on orders, and expenses.
6. In coordination with DESC-RB, develops, reviews and establishes standard pricing for Aerospace Energy items.
7. Approves customer funding for Aerospace Energy customers for the retail mission.
8. Receive, review and process inventory reports for established inventory/storage locations for Aerospace Energy. Process receipts (DD250s), gains/losses, inventory adjustments into D022D. Review and validate sales from the inventory/storage locations and forward to DFAS for processing.
9. Reviews, monitors and records commitments and obligations for Aerospace Energy.
10. Serves as the organizational focal point for the D022D system for Aerospace Energy and manages, maintains and schedules inputs and outputs.
11. Primary liaison to DFAS and DESC-M to resolve all Aerospace Energy accounts payable, accounts receivable and other financial related issues for Aerospace Energy to include audit efforts.

#### RETAIL FINANCIAL SETTLEMENT BRANCH (DESC-RRS)

##### FUNCTIONS:

1. Responsible for performing financial settlement activities on DESC Public, Commercial, Intergovernmental, State and Local Governments and MWR aged accounts receivables consistent with Volume 4, Chapter 3 of the Department of Defense Financial Management Regulation (DOD FMR). Responsible for researching the debt to insure the debt is substantiated and settling the debt by contacting customers and securing payment.
2. Responsible for performing financial settlement activities on DESC aged foreign government accounts receivables consistent with Volume 4, Chapter 3 and Volume 6, Chapter 12 of the Department of Defense Financial Management Regulation (DOD FMR). Responsible for researching the debt to insure the debt is substantiated and settling the debt by contacting foreign government customers and securing payment.
3. Responsible for resolution of aged accounts receivable disputes of retail fuel billings. Responsibilities include obtaining proper substantiating documentation from in-house files or from DFSPs, coordinating with DFAS Columbus accounting technicians, developing an appropriate corrective action, and coordinating that action with DESC-RRF.
4. Provides customer support to include working closely with DFAS accounting technicians, DFAS management, and DESC management to insure a consistency in applying DOD Financial Management Regulations.
5. Researches and validates commercial customer accounts undergoing the approval process for issue of a Fuel Purchase Agreement. Responsibilities include securing payment for all open bills over 30 days old.

INSTALLATION ENERGY (DESC-A)  
GENERAL ORDER NO.

15-07

MISSION:

Manages the supply, procurement and transportation of installation energy commodities, to include natural gas, deregulated electricity, and coal.

DEPUTY DIRECTOR (DESC-AD)

MISSION:

Serves as the Deputy Director of Installation Energy Directorate, Defense Energy Support Center and Deputy Program Manager for the Commodity Business Unit (CBU) that manages the following acquisition programs: direct supply natural gas, electricity, and coal.

FUNCTIONS:

1. Provide assistance to the Director who provides top-level managerial oversight and technical expertise related to the programs stated above.
2. Serves as the deputy principal Department of Defense (DOD) representative responsible for the management, planning, coordinating and administration of the acquisition mission involving the installation energy programs.
3. Serves as the deputy to the principal technical officer and advisor for acquisition planning and policy, to include requirements and acquisition planning and developing and implementing the contractual strategy and business approach to be utilized in the acquisition of approximately \$450 million annually to meet DOD and Federal civilian agencies worldwide and energy-related services requirements.
4. Responsible for maintaining expertise with current market and supply conditions for energy products as well as refining and processing capabilities available from industry.
5. Represents DESC and DOD with industry principals, and represents the Director, DESC Installation Energy, at industry conferences, meetings, and on committees and task groups outside DESC on acquisition and technical matters relative to the CBU's mission.
6. Responsible for developing, evaluating and implementing more efficient and streamlined business processes for the Directorate; formulating improved procurement strategies to meet the challenges of a volatile energy market; positioning the Directorate to pursue new customer support opportunities (OCONUS, fuel cells, liquefied natural gas, etc.); and responding to data calls and/or reporting requirements to DLA, DOD, and/or other Government agencies.

COAL DIVISION (DESC-AC)

MISSION:

The Coal Division is responsible for the management, and acquisition, of coal supplies for Department of Defense, and Federal Civilian Agencies, across the United States along with the

contract administration responsibilities for DESC coal contracts. Additionally, this division has the responsibility for managing and implementing corporate initiatives.

#### CORPORATE INITIATIVES BRANCH (DESC-ACI)

##### MISSION:

The Corporate Initiatives Branch (ACI) is responsible for managing and implementing corporate initiatives such as Customer Relationship Management (CRM), Balanced Scorecard (BSC), Business System Modernization – Energy (BSM-E), etc., into the Installation Energy business model. Also supports business growth and development opportunities in the facility energy arena.

##### FUNCTIONS:

1. Serves as the DESC-A account managers, sales representatives and campaign managers for CRM efforts as they pertain to the natural gas, electricity and coal programs.
2. Serve as the DESC-A focal point for the BSC cascading effort in the development and measurement of DESC-A specific performance measures.
3. Represents DESC-A in the BSM-E convergence effort.
4. Facilitates and supports marketing efforts to promote participation in the DESC-A purchase programs.
5. Develops the business case analysis to support any business growth, opportunity, or development initiative.
6. Participates in the solicitation, negotiation, and award of contracts for business modernization efforts, energy studies and/or consulting work supporting the Installation Energy programs and/or corporate initiatives.
7. Serves as technical representative for the development, testing and implementation of corporate initiatives.
8. Participates in the development, formulation and justification of staffing and budgeting of the installation energy program.
9. Provides installation energy planning information to DLA, DOD and other Government agencies as required.
10. Coordinates and prepares DESC responses to congressional inquiries, IG reports, management reviews, and proposed legislation/Executive Orders related to installation energy fuels.

#### COAL PROCUREMENT BRANCH (DESC-ACP)

##### MISSION:

The Coal Branch is responsible for the centralized acquisition of coal and related services in support of domestic military and select federal civilian activities across the U.S., including Alaska.

## FUNCTIONS:

1. Receives, consolidates, and regionally aggregates Military Services and Federal civilian customer requirements to maximize economies of scale to DOD and Federal civilian customers.
2. Develops the most economical procurement method by utilizing best commercial practice and innovative industry approaches.
3. Solicits, negotiates and awards contracts for coal and related services supporting DOD and federal civilian activities across the U.S., including Alaska.
4. Stays abreast of coal market conditions, conducts benchmarking studies, and integrates industry trends into overall procurement strategy.
5. Performs all contract administration of awarded contracts to include, but not limited to, resolution of claims and disputes, execution of novation agreements, administrative changes, price changes, contract modifications, and contract termination actions.
6. Monitors contractor performance and maintains records for use in future Past Performance evaluations.
7. Determines impact of pending or existing labor strikes and other circumstances that adversely affect production or service for coal products.
8. Maintains liaison with Quality Assurance offices (coal) and DOD payment offices.
9. Investigates and evaluates nonconforming supplies, overages and shortages for coal products and obtains adequate consideration as required.
10. Coordinates with Military Services Inventory Control Points (ICPs) to resolve and/or establish procedures for user activities for coal products.

## ELECTRICITY DIVISION (DESC-AE)

### MISSION:

Provides contracting support to the Military Services and Federal civilian customers in the acquisition of competitive (deregulated) electricity and renewable energy.

### FUNCTIONS:

1. Receives, consolidates, and regionally aggregates Military Services and Federal civilian customer requirements to maximize economies of scale to DOD and Federal civilian customers.
2. Develops the most economical procurement method by utilizing best commercial practice and innovative industry approaches.
3. Solicits, negotiates and awards contracts for deregulated electricity and renewable energy.
4. Stays abreast of electricity and renewable energy market conditions, conducts benchmarking studies, and integrates industry trends into overall procurement strategy.
5. Performs all contract administration of awarded contracts to include, but not limited to, resolution of claims and disputes, execution of novation agreements, administrative changes, price changes, contract modifications, and contract termination actions.
6. Monitors contractor performance and maintains records for use in future Past Performance evaluations.



7. Participates in negotiations with local distribution companies for electricity rate changes, tariff provisions, and rate agreements, as needed.
8. Coordinates with the Military Services and Federal civilian customers on issues relative to the energy and utilities industries.
9. Markets contracting support capabilities in support of competitive (deregulated) electricity and renewable energy to maximize participation.

#### NATURAL GAS DIVISION (DESC-AG)

##### MISSION:

Manages DOD Direct Supply Natural Gas Program, which includes the procurement, supply, and transportation of source supply natural gas to domestic government facilities.

#### NATURAL GAS BRANCHES (DESC-AGA, DESC-AGB, DESC-AGC, DESC-AGD)

##### FUNCTIONS:

1. Receives, consolidates, and aggregates Military Services and Federal civilian customer requirements by local distribution company/pipeline/region maximizing customer cost avoidance.
2. Develops the most economical procurement method by utilizing best commercial practice and innovative natural gas industry approaches.
3. Solicits, negotiates and awards contracts for delivery of direct supply natural gas and, where requested or necessary, peripheral services such as storage, transportation, supply management and billing services.
4. Conducts economic analysis. Advises customers of estimated cost avoidance and jointly determines with the customers if program participation is warranted. Calculates actual cost avoidance of each customer through the life of any contract and provides reports to the customer on a mutually agreed basis.
5. Performs all contract administration of awarded contracts to include resolution of claims and disputes, execution of novation agreements, price change modifications, and contract termination actions.
6. Monitors contractor performance and maintain records for future Past Performance evaluations.
7. Serves as the ordering officer for Defense Working Capital Fund (DWCF) customers, authorizes invoices for payment.
8. Participates in negotiations with local distribution companies for rate changes and tariff provisions as requested.
9. Executes transportation agreements with local distribution companies and/or pipeline, as requested.
10. Coordinates natural gas utility issues with the Military Services and Federal civilian customers.
11. Represents DESC with the Federal Energy Regulatory Commission, American Gas Association, the North American Energy Standards Board, and other industry trade

associations.

12. Markets the Natural Gas Program in order to maximize participation.

**BULK FUELS CBU (DESC-B)**

**GENERAL ORDER NO.**

16-07

**MISSION:**

Provides contracting, distribution, transportation, inventory management, and quality support for bulk fuels, additives and lube oils worldwide for DOD and other Federal Government customers. Provides center quality assurance, product technology, cataloging and standardization support to all CBUs for all fuels managed by DESC, except natural gas. Purchases assigned bulk petroleum products, additives, transportation services, and negotiates product exchanges and sales of excess bulk petroleum products. Purchases and sells crude oil for the Department of Energy Strategic Petroleum Reserve (SPR).

**INVENTORY AND DISTRIBUTION MANAGEMENT DIVISION (DESC-BI)**

**MISSION:**

Manages DLA-owned bulk petroleum inventory and monitors existing bulk petroleum assets (inventories plus contract sources). Manages the operation of ocean tanker fleet transport of bulk petroleum products worldwide. Provides operational direction over the distribution of petroleum products from supplier to the end user. Establishes policy and budgets for transportation of bulk petroleum products.

**BULK REQUIREMENTS BRANCH (DESC-BIB)**

**FUNCTIONS:**

1. Develops and updates bulk petroleum products sales projections and addresses the imbalances in assets and demands. Monitors established inventory levels and takes appropriate action to alter these levels as operational or market conditions dictate.
2. Determines the purchase amount of bulk fuel, specialty fuel, fuel additives, location, and transportation nodes and arcs utilized for delivery, and required time periods.
3. Ensures bulk petroleum requirements (DOD/non-DOD) not covered by existing terminal or contract sources are met. Identifies and directs alternate supply action authorizing local purchase of bulk petroleum products.
4. Controls distribution/redistribution of all bulk petroleum contract and inventory assets. Ensures proper authority to order bulk petroleum products are promptly assigned and inventory levels are maintained and contract minimum guarantees are met. Financial limits and goals are consistent with budgetary and regulatory guidance.
5. Resolves disputes to an optimum balance between ordering offices, operational requirements, and financial resources. Coordinates contractor exceptions to bulk petroleum contract provisions with DESC Staff elements prior to approval or disapproval.

6. Analyzes existing fuel distribution systems and purchase strategies to assess the adequacy of existing and projected requirements. Assesses competition and continual production among suppliers. Determines the reorder quantity and peacetime operating stocks required to distribute bulk petroleum products.
7. Develops and coordinates proposed changes to DOD Management of Bulk Petroleum Products, Natural Gas and Coal, DOD 4140.25-M. Negotiates policy issues and analyzes procedures to identify required changes with the Military Services and Unified Commands (UCOMS).
8. Publishes the Inventory Management Plan (IMP), which promulgates inventory levels and types of inventory as well as amounts of inventory to be held at each fuel location worldwide.

#### DISTRIBUTIONS BRANCH (DESC-BID)

##### FUNCTIONS:

1. Administers, formulates, and evaluates transportation and traffic management plans, policies, programs, procedures, systems and performance measurement standards ensuring efficient and economical distribution of DESC-managed items.
2. Furnishes transportation cost factors for bid evaluations and offers of bulk petroleum products and services. Sponsors the use of Transportation Rate Information System (TRIS) for supporting transportation rate information.
3. Executes DESC transportation budget for movement of bulk petroleum products annually. Monitors the transportation budget through review and analysis of transportation documentation to include POWERTRACK™ data, Government Bill of Lading (GBL), freight warrants, MSC tanker bills, and Surface Deployment Distribution Command (SDDC) invoices.
4. Determines transportation asset infrastructure requirements and exercises staff surveillance over the Guaranteed Traffic (GT) Program to ensure compatibility with required optimal level of infrastructure.
5. Prepares distribution cost analyses to determine the adequacy of existing bulk petroleum distribution system to meet current and projected mission requirements. Conducts studies of distribution trend by mode and rate for determining the impact of changes discovered.
6. Participates in MTMC joint negotiations with commercial carriers for rate agreements and changes, tariff provisions, tenders, and establish new services.
7. Develops, amends, interprets, and implements traffic management directives, regulations, publications, and contract terms and conditions. Reviews and approves all pipeline operating agreements established by DESC Staff elements.
8. Provides demurrage policy guidance to DESC Staff elements and monitors all directed demurrage actions. Evaluates and processes adjudication of transportation claims.
9. Plans and coordinates staff visits for providing transportation and traffic management technical assistance. Represents DESC with DOD and Federal agencies on transportation and traffic management-related matters.

## TANKER DISTRIBUTION BRANCH (DESC-BIT)

### FUNCTIONS:

1. Develops and validates bulk fuel requirements for ocean tanker delivery schedules for maintaining bulk fuel inventory levels. Directs terminal stock replenishment and inland distribution schedules to the appropriate item manager where apparent conflicts exist.
2. Places ocean tanker delivery orders in accordance with established bulk petroleum contracts and schedules cognizant with quality assurance and quality surveillance representatives. Maintains proper contract lifting status with product suppliers to ensure maximum contract lifting and prompt identifying of contract under-lifts and/or over-lifts.
3. Evaluates ocean tanker cargoes for demurrage claims and initiates demurrage claims against responsible contractors to the Government.
4. Coordinates and validates Military Sealift Command (MSC) bills with resource managers to adjust associated payments. Maintains statistical data records and tanker cargo history files related to ocean tanker movement of bulk petroleum products.
5. Reviews operational impact of supplier proposals in accordance with the standard operating procedures for ocean tankers. Forecasts MSC requirements for ocean tanker support projecting the size of ocean tanker fleet and associated budget in the future.

## PRODUCT TECHNOLOGY AND STANDARDIZATION DIVISION (DESC-BP)

### MISSION:

Provides technical engineering support for DESC bulk petroleum products. Determines the adequacy of product to be purchased and evaluates reports for waivers, deviations and exceptions. Responsible for maintaining the Federal Catalogue System of all assigned Federal Supply Class (FSC) products in accordance with the Defense Standardization Program. Administers and executes the DESC Technical Data Management Program and maintains the DOD Petroleum Quality Information System (PQIS).

### STANDARDIZATION

### FUNCTIONS:

1. Reviews proposed standardization documents to identify and define standardization problems including deficient and overlapping specifications. Coordinates with responsible activities of assigned items covering general fuels, lubricants, waxes, solid fuels, and petroleum-based liquid propellants.
2. Addresses and resolves standardization issues. Coordinates, develops, and implements the FSC Standardization Program and reviews outline of all activities required to achieve highest practical degree of product standardization, services, procedures, and practices. Evaluates and authorizes standardization project requests to determine priorities, progress, allocates resources, and to identify work requirements for standardization projects.
3. Performs logistical assignments to include market research and government/commercial specification analysis for determining the feasibility of modifying Government requirements

permitting procurement of commercially available items (acquisition and distribution of commercial products).

4. Provides technical personnel participation in or presides as senior DOD representatives at industrial/military standardization meetings. Participates in NATO Standardization Agreements (STANAGs).
5. Represents DESC in implementing the metric system and represents DOD on petroleum product measurement matters. Develops and maintains procurement clauses for quantity determination.
6. Provides comments to Congress on draft policy rulings that may impact availability, interoperability, standardization or procurement of products.

## ENGINEERING SUPPORT

### FUNCTIONS:

1. Provides technical engineering advice on aspects of petroleum product applications, production, refining, storage, and transportation. Initiates technical studies and analysis on the product availability and product difficulties.
2. Establishes special projects and studies to resolve petroleum specifications, transportation, storage, and/or handling problems.
3. Participates in investigation reports of equipment malfunctions attributed to product procurement deficiencies.
4. Maintains liaison with DOD research and development specification activities for determining impact and provide guidance on product availability, acquisition, and logistics of proposed products or specifications.
5. Develops and maintains the Petroleum Quality Information System (PQIS) in identifying trends on the overall DOD petroleum distribution system to ensure quality products are delivered. Develops and publishes trend reports on the quality of petroleum products purchased.

## ACQUISITION SUPPORT

### FUNCTIONS:

1. Reviews current and proposed specifications, standards, and handbooks for technical and engineering accuracy. Recommends item characteristic change to the Military Service activities as necessary.
2. Develops and maintains procurement specification clauses/provisions for all assigned commodity items except for electricity and natural gas. Assesses accuracy of technical and engineering data consisting of product and product-related characteristics and test methods to ensure acquisition of product suitable for the customer
3. Provides technical and engineering determinations for adequate specifications, purchase descriptions, standards, drawing, and other documents containing technical requirements for procurement and leasing facilities.
4. Provides technical and engineering determinations on bids for alternate acceptable "equal" solicitations, sole source, deviations, and waiver specifications. Coordinates in-house

determinations with Military Services assigned engineering support activities to resolve time-sensitive problems impacting the procurement process.

5. Coordinates air quality requirement matters and provides technical guidance with COs, DOD, and Federal Agencies in compliance with Federal, State, and Local air quality requirements. Collects and maintains emission control level data and processes requests submitted by Federal Agencies.
6. Collaborates and provides technical guidance on all synthetic/alternative fuel procurement matters with DESC Staff elements, COs, DOD and Federal Agencies, in compliance with Federal, State, and Local environmental requirements.
7. Controls and processes request for exceptions, deviations, and waiver action specific components of contractor technical proposals to the appropriate team or division for ultimate resolution.
8. Determines interchangeability and substitutability of items in support of procurement and supply operations. Determines the adequacy of technical requests for the procurement of nonstandard items and requests to change the status of items
9. Develops coal specification requirement data and provides user performance guidance to COs, DOD, and Federal Agencies in compliance with Federal, State, and Local environmental requirements.
10. Maintains liaison with Department of Energy and industry to resolve technical issues related to coal mine specifications, productive capacity, and related subjects. Serves as ASTM (Committee D-5) member to ensure DOD specific testing methodology and performance requirements are current and available.

## LOGISTICS DATA (CATALOGING)

### FUNCTIONS:

1. Performs bulk petroleum fuel-cataloging procedures to review and process cataloging actions for new and revised item catalogue identifications. Maintains DESC Management Data Records and submits management data to DLSC and Military Services.
2. Reviews the FCS new energy product structure and Federal Item Identification Guide (FIIG). Participates in the development of system requirements for an automated cataloging system.
3. Provides technical input to the standard price (unit cost) update for all FSC 9130 and 9140 items each fiscal year.

## QUALITY OPERATIONS DIVISION (DFSC-BQ)

### MISSION:

Provides Quality Assurance/Quality Surveillance (QA/QS) support to all CBUs and regional offices. Develops policy, programs and procedures for implementing fuel quality assurance and quality surveillance. Maintains oversight of the procedures and results of the quality programs. Integrates quality into the strategic level business aspects of contracting, supply, and transportation and facility functions. Serves as the quality subject matter expert for QA/QS matters. Serves as the focal point for fuel-related Customer/Depot Complaints (CDCs).

## ACQUISITION QUALITY SUPPORT

### FUNCTIONS:

1. Determines, develops, and tailors contract QA/QS provisions to meet the needs of each contract in consonance with the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS).
2. Maintains contractual clauses citing contractor quality and inspection requirements including inspections, tests, and sampling plans performed by contractor demonstrating compliance with technical requirements (e.g. calibration, meter proving, laboratory approval, packaging, etc.). Determines location and acceptance of inspections where the Government reserves the right to perform contract QA actions.
3. Reviews and evaluates contractor requests for exceptions, deviations, and waivers on quality assurance matters for potential increases in inspection requirements and their affect on QA provisions and the quality segment of the DOD logistics system. Participates in determining the need for pre-award surveys and post-award conferences and evaluates subsequent reports. Participates in pre-award surveys and post-award conferences as needed.
4. Establishes and promulgates uniform policy, guidance, and procedures for quality assurance/quality surveillance programs based upon DOD and DLA policy. Identifies and resolves QA problems with the contract technical data package.
5. Consolidates commercial laboratory service requests from the DESC Regions and Military Services and prepares purchase requests for commercial laboratory and ancillary services. Evaluates offers for technical adequacy and competence. Monitors status of awarded contracts.

## LOGISTICAL QUALITY SUPPORT

### FUNCTIONS:

1. Provides technical advice and assistance on bulk petroleum production, refining, storage and transportation as related to product quality and reliability.
2. Evaluates and recommends QA/QS petroleum standards compatible with Military Service specifications and requirements. Coordinates established DOD quality surveillance policies with the Military Services.
3. Develops and maintains an identification system of stock rotation requirements of DLA-owned bulk fuels and lubricants. Determines the impact of stock rotation requirements on product quality and overall logistics.
4. Advises MSC on technical quality tanker matters affecting quality of products transported. Provides technical requirements for inclusion in MSC tanker voyage contracts. Evaluates spot charter vessel candidates for suitability to load intended cargo and provides necessary cleaning instructions.
5. Assembles pertinent demurrage data and service contract claims. Evaluates findings and recommends to the Office of Counsel and CO.

## QUALITY MANAGEMENT SUPPORT

### FUNCTIONS:

1. Performs functional reviews and analysis of QA technical operations, performance workload data, CDC, waivers, and deviations. Compiles statistics, charts, and management information. Provides advice on statistical techniques for developing QA management controls and evaluating QA/QS operations.
2. Administers the Quality System Management Visit (QSMV) Program and evaluates adequacy of technical requirements and product conformance. Performs QSMVs at DESC Region locations to determine compliance with QA/QS policy, management objectives, and obtain feedback for quality improvements.
3. Evaluates quality standards and provide recommendations to the NATO Standardization Program in the area of Petroleum QA/QS to the Office of Secretary of Defense (OSD).
4. Evaluates rotation needs of DLA-owned bulk fuels, additives and lubricants in accordance with the QS Testing Program.
5. Develops, designs, provides, and coordinates specialized commodity training and on-the-job training needs of QA personnel. Provides technical guidance and program management in career development for QA technical operations. Manages the QA Intern Program. Serves as the DESC SME for DAWIA Quality Assurance matters.
6. Establishes an efficient and effective quality surveillance (QS) program. Identifies need for laboratory testing and determines correct mixture of Government-Owned Government-Operated (GOGO) and Contractor-Owned Contractor-Operated (COCO) laboratory facilities.
7. Manage quality manpower levels and rotations world wide to assure effective use of human capital and financial resources between DESC Staff, Regions, and Offices.
8. 8. Manage the DESC Laboratory system Assess laboratory capabilities and assures compliance to policy and procedures. Determines mix of Government and commercial laboratories.

## CUSTOMER/DEPOT COMPLAINTS (CDCs)

### FUNCTIONS:

1. Performs CDC system data entry of Product Quality Deficiency Reports (PQDRs). Monitors PQDR distribution to appropriate DESC Staff element for response, resolution, and system close out. Investigates and initiates corrective action to resolve CDC and report resolution to the customers.
2. Establishes and maintains quality historical data by item, contractor and specification. Coordinates Quality Evaluation Procedures (QEPs) system data entry with the CDC focal point.

## CONTRACTING DIVISION – DOMESTICS (DESC-BC)

### MISSION:



Responsible for worldwide acquisition of assigned products/services including, Fuel, Lubricants, Additives and Transportation Services. Negotiates buy-in-place (product and storage), product-for-product exchange agreements, and sale of excess petroleum products. Assists the Department of Energy with the purchase and sale of crude oil for the Strategic Petroleum Reserve. Purchases designated supplies in support of various Foreign Military Sales programs. Performs contract administration for all bulk contracts.

#### DOMESTICS BRANCH I (DESC-BCA) AND DOMESTICS BRANCH II (DESC-BCB)

##### FUNCTIONS:

1. Evaluates requirements packages and develops contract-planning documents to purchase required petroleum products, additives and transportation services and to sell excess petroleum products. Performs advanced acquisition planning for Program type acquisitions and plans contract actions in response to contingencies or other emergencies. Acts as liaison between Foreign Governments, various DOD components and other Government offices, including State Department, to develop the acquisition plan for purchases under the FMS program. Performs support capability studies and economic analyses are performed in conjunction with other DESC Staff elements to determine the optimum method of ensuring complete fuel support for all valid requirements. Develops and/or evaluates alternate methods of providing fuel or fuel-related services when traditional methods of contract support cannot be effectively used. Determines the appropriate method of contracting to use and selects appropriate contract clauses in order to prepare and issue solicitations for bids, proposals, and quotations.
2. Conducts Pre-Solicitation Conferences. Evaluates purchase programs to determine the applicable Socio-Economic programs to be implemented. Determines range of competition, conducts Post-Award Orientation Conferences, implements applicable Socio-Economic programs, determines range of competition and issue solicitations as unto determine if the procurement action can be partially or wholly set aside for Small Business, restricted Small Business Set-Asides, or 8(a) reservations. Coordinates with the Small Business Administration to identify qualified 8(a) Small Businesses and to establish appropriate set-aside quantities. Issues solicitations incorporating the established Socio-Economic restrictions.
3. Evaluates bids, proposals, and quotations to determine responsiveness and responsibility of prospective contracts. Negotiates prices, vendor requested exceptions and deviations, and other contractual provisions. Participates in the Pre-Award Survey process to determine the responsibility and capability of the offeror(s). Reviews and edits solicitation mailing lists to ensure effectiveness and economy.
4. Awards petroleum contracts and obtains required contract approvals and clearances. Provides available information on awards over \$5 million, as required by Public Announcement and Congressional Notification. Reviews and approves subcontracting plans and procedures.
5. Participates in post-award conferences. Assists vendors with establishing PORTS accounts, using PORTS interface and invoicing procedures. Reviews contract terms and conditions to ensure contractor has a clear understanding of their responsibilities under the terms and conditions of the contract.

6. Negotiates and drafts contract modifications to meet changing needs of the Government and vendor requests. Works with the vendor to coordinate requests for waivers and/or deviations to contract terms and conditions. Determines fair market value of proposed contract changes and issues contract modifications.
7. Issues show cause letters and cure notices. Negotiates and executes contractual documents for settlement of partial and complete contract terminations for convenience. Evaluates and coordinates claims for recovery of funds from contractors resulting from partial and complete contract terminations for cause.
8. Investigates and evaluates nonconforming supplies, overages and shortages, and all other contract claims to include oil spills, taxes, off-specification products, erroneous billings, and noncompliance with contract terms obtaining adequate consideration as required.
9. Investigates allegations of fraud, waste, and mismanagement and reports to higher authorities. Prepares documentation for litigation support including Rule 4 files and excess re-procurement data. Serves as the Procurement and Administrative CO and testifies at the Armed Services Board (ASB) and Federal Court of Contract Appeals.
10. Maintains liaison with, QA offices, and Defense Finance and Accounting Service (DFAS), DESC Field Offices and other DESC Offices. Provides assistance to Military Services, ICPs and customers on contractual matters. Evaluates and approves contract changes to include purchase order modifications, product order changes, and supplemental agreements.
11. Evaluates and resolves contractor disputes. Executes contractor claims, waiver requests, and novation agreements. Negotiates contractor-proposed modifications ensuring the best interests of the Government.
12. Responds to inquiries from customers, offers, contractors, defense contract management offices and other DLA activities regarding the terms and conditions of solicitations and contracts.
13. Generates process improvements through innovative thinking and implements technology based enhancements to the acquisition process for commercial and military specification fuels.
14. Controls application of taxes (Federal, State, and Local) to contracts and executes required tax exemption certificates. Negotiate and sign duty draw back agreements with contractors.

## CONTRACTING DIVISION - OVERSEAS (DESC-BF)

### MISSION:

Responsible for worldwide acquisition of assigned products/services including, Fuel, Lubricants, Additives and Transportation Services. Negotiates buy-in-place (product and storage), product-for-product exchange agreements, and sale of excess petroleum products. Assists the Department of Energy with the purchase and sale of crude oil for the Strategic Petroleum Reserve. Purchases designated supplies in support of various Foreign Military Sales programs. Performs contract administration for all bulk contracts.

## OVERSEAS BRANCH I (DESC-BFA) AND OVERSEAS BRANCH II (DESC-BFB)

### FUNCTIONS:

1. Evaluates requirements packages and develops contract-planning documents to purchase required petroleum products, additives and transportation services and to sell excess petroleum products. Performs advanced acquisition planning for Program type acquisitions and plans contract actions in response to contingencies or other emergencies. Acts as liaison between Foreign Governments, various DOD components and other Government offices, including State Department, to develop the acquisition plan for purchases under the FMS program. Performs support capability studies and economic analyses are performed in conjunction with other DESC Staff elements to determine the optimum method of ensuring complete fuel support for all valid requirements. Develops and/or evaluates alternate methods of providing fuel or fuel- related services when traditional methods of contract support cannot be effectively used. Determines the appropriate method of contracting to use and selects appropriate contract clauses in order to prepare and issue solicitations for bids, proposals, and quotations.
2. Conducts Pre-Solicitation Conferences. Evaluates purchase programs to determine the applicable Socio-Economic programs to be implemented. Determines range of competition, conducts Post-Award Orientation Conferences, implements applicable Socio-Economic programs, determines range of competition and issue solicitations as unto determine if the procurement action can be partially or wholly set aside for Small Business, restricted Small Business Set-Asides, or 8(a) reservations. Coordinates with the Small Business Administration to identify qualified 8(a) Small Businesses and to establish appropriate set-aside quantities. Issues solicitations incorporating the established Socio-Economic restrictions.
3. Evaluates bids, proposals, and quotations to determine responsiveness and responsibility of prospective contracts. Negotiates prices, vendor requested exceptions and deviations, and other contractual provisions. Participates in the Pre-Award Survey process to determine the responsibility and capability of the offeror(s). Reviews and edits solicitation mailing lists to ensure effectiveness and economy.
4. Awards petroleum contracts and obtains required contract approvals and clearances. Provides available information on awards over \$5 million, as required by Public Announcement and Congressional Notification. Reviews and approves subcontracting plans and procedures.
5. Participates in post-award conferences. Assists vendors with establishing PORTS accounts, using PORTS interface and invoicing procedures. Reviews contract terms and conditions to ensure contractor has a clear understanding of their responsibilities under the terms and conditions of the contract.
6. 6. Negotiates and drafts contract modifications to meet changing needs of the Government and vendor requests. Works with the vendor to coordinate requests for waivers and/or deviations to contract terms and conditions. Determines fair market value of proposed contract changes and issues contract modifications.
7. Issues show cause letters and cure notices. Negotiates and executes contractual documents for settlement of partial and complete contract terminations for convenience. Evaluates and coordinates claims for recovery of funds from contractors resulting from partial and complete contract terminations for cause.
8. Investigates and evaluates nonconforming supplies, overages and shortages, and all other contract claims to include oil spills, taxes, off-specification products, erroneous billings, and noncompliance with contract terms obtaining adequate consideration as required.
9. Investigates allegations of fraud, waste, and mismanagement and reports to higher authorities. Prepares documentation for litigation support including Rule 4 files and excess

re-procurement data. Serves as the Procurement and Administrative CO and testifies at the Armed Services Board (ASB) and Federal Court of Contract Appeals.

10. Maintains liaison with, QA offices, and Defense Finance and Accounting Service (DFAS), DESC Field Offices and other DESC Offices. Provides assistance to Military Services, ICPs and customers on contractual matters. Evaluates and approves contract changes to include purchase order modifications, product order changes, and supplemental agreements.
11. Evaluates and resolves contractor disputes. Executes contractor claims, waiver requests, and novation agreements. Negotiates contractor-proposed modifications ensuring the best interests of the Government.
12. Responds to inquiries from customers, offers, contractors, defense contract management offices and other DLA activities regarding the terms and conditions of solicitations and contracts.
13. Generates process improvements through innovative thinking and implements technology based enhancements to the acquisition process for commercial and military specification fuels.
14. Controls application of taxes (Federal, State, and Local) to contracts and executes required tax exemption certificates. Negotiate and sign duty draw back agreements with contractors.

## SYSTEMS SUPPORT DIVISION (DESC-BT)

### MISSION:

Performs technical support for the worldwide acquisition and integrated material management of bulk aviation fuels, synthetic fuels, additives and lube oils worldwide as required in support of the Military Services, DLA Activities and designated Federal, state and local civilian agencies.

### FUNCTIONS:

1. Provides technical support and training for DESC-B personnel, customers and vendors for various software applications. Serves as the focal point for resolutions of system data processing and interface-related problems through problem trouble reports (PTRs) and system change requests (SCRs).
2. Prepares management reports and charts using various inputs such as RM, BEM, and PORTS, as well as customer and vendor databases.
3. Analyzes, designs, develops, tests, modifies and implements specialized applications of data processing software in support of Bulk Fuels' paperless initiatives.
4. Assists in the functional testing and implementation of new automation initiatives and requirements management during the pre- and post-award contracting phases for all Bulk Fuels procurement programs, including their interconnectivity to other DESC systems.
5. Develops training material, including Standard Operating Procedures, Training Support Plans, Fact Sheets and Course Management Plans.
6. As the DESC Bulk Fuels Homepage Content Manager, posts, maintains and updates all Bulk Fuels web applications, including solicitations, contract award information, etc.
7. Assists Inventory (FII) and Bulk Fuels Contracting on invoicing issues for both FES, RM and PORTS. Coordinates with contractor personnel to maintain and update the PORTS Password Application.

8. Participates in risk assessment (in conjunction with other stake holders) for the BSM/BSM-E Convergence with DLA BSM systems. Determines levels of operational testing appropriate to the risk posed by specific system increments. The proposed Convergence architecture includes existing BSM and other DLA Enterprise components integrated with SAP Oil and Gas for Energy-specific mission needs.

ENERGY ENTERPRISE CBU (DESC-E)  
GENERAL ORDER NO.

07-07

#### MISSION:

Serves as Program Manager on all matters pertaining to a revolution in business practices regarding Installation Energy use and infrastructure, as directed by Chapter 4, Defense Reform Initiative, November 1997, as well as providing contracting support for utility systems privatization and energy conservation efforts initiated by the Military Services.

#### FUNCTIONS:

1. Serves as DESC technical liaison with Deputy Under Secretary of Defense (Installations) (DUSD (I)) and Department of Energy for all matters pertaining to energy conservation and utility systems privatization. Provides technical guidance on specifications, programs, industry standards, and reliability.
2. Provides decision briefings for ongoing initiatives pertaining to the energy conservation and utility system privatization programs to the Defense Logistics Agency (DLA), the Department of Defense (DOD), and other Government agencies.
3. Manages utility systems privatization and energy conservation initiatives to include Energy Savings Performance Contracts (ESPCs).
4. Develops and implements policies, plans, and procedures required accomplishing assigned programs. Coordinates and evaluates proposed legislation/executive orders and regulations regarding energy conservation and utility systems privatization programs for possible and probable effect on DESC.
5. Compiles the Military Services energy statistics for the Department of Energy's annual report to Congress.
6. Coordinates DESC responses to Congressional inquiries, Inspector General (IG) reports, and management reviews related to energy conservation, utility system privatization, and other assigned programs.
7. Executes the Office of the Secretary of Defense (OSD) assigned, energy-related special projects to include DOD database development, energy awareness training, and internet-based marketing of Military Service Programs.
8. Develops and implements OSD tools to increase the usage of existing energy tools such as an ESPC Tiger Team.
9. Organizes, coordinates, and executes all aspects of the installation energy segments of the DESC Worldwide Energy Conference, biannually.

## DEPUTY DIRECTOR (DESC-ED)

### MISSION:

Directly supports the Director, Energy Enterprise Commodity Business Unit (CBU), in managing the DESC Utility System Privatization Program, Energy SaPerformance-Based Contracting Program, and in the planning and execution of other energy-related projects on behalf of the military departments. Responsible for providing technical/contracting oversight and direction to all service components and other DOD and civilian agencies for the conveyance of on-base utility infrastructure, both domestic and overseas; the acquisition of distribution/transmission services on those privatized systems; the acquisition of energy conservation measures through energy savings performance-based contracts; and support for other energy-related projects developed and implemented on behalf of all DOD agencies.

## ARMY PRIVATIZATION DIVISION (DESC-EA)

### MISSION:

Responsible for providing technical/contracting support to the Army and other customers for the conveyance of on-base utility infrastructure and the acquisition of distribution/transmission services on the privatized systems.

### FUNCTIONS:

1. Markets contracting support capabilities in support of the Energy Enterprise CBU (DESC-E) mission to maximize participation.
2. Receives, consolidates, and regionally aggregates customer requirements to maximize economies of scale.
3. Develops most economical procurement approach by utilizing best commercial practice, innovative energy, and utility industry approaches.
4. Solicits, negotiates, and awards contracts for utility systems privatization.
5. Stays abreast of energy and utility market conditions. Conducts benchmarking studies, and integrates industry trends into overall procurement strategies.
6. Performs all contract administration of awarded contracts to include resolution of claims and disputes, executes novation agreements, administrative changes, price changes, contract modifications, and contract termination actions.
7. Monitors contractor performance and maintains records for future, Past Performance evaluations.
8. Coordinates with customers on issues relative to energy and utilities industries.

## AIR FORCE PRIVATIZATION DIVISION (DESC-EB)

### MISSION:

Responsible for providing technical/contracting support to the Air Force and other customers for the conveyance of on-base utility infrastructure, and the acquisition of distribution/transmission services on the privatized systems.

### FUNCTIONS:

1. Markets contracting support capabilities in support of the Energy Enterprise CBU (DESC-E) mission to maximize participation.
2. Receives, consolidates, and regionally aggregates customer requirements to maximize economies of scale.
3. Develops most economical procurement approach by utilizing best commercial practice and innovative energy and utility industry approaches.
4. Solicits, negotiates, and awards contracts for utility systems privatization.
5. Stays abreast of energy and utility market conditions. Conducts benchmarking studies, and integrates industry trends into overall procurement strategies.  
Performs all contract administration of awarded contracts to include resolution of claims and disputes, executes novation agreements, administrative changes, price changes, contract modifications, and contract termination actions.
6. Monitors contractor performance and maintains records for future, Past Performance evaluations.
7. Coordinates with customers on issues relative to energy and utilities industries.

## ENERGY SAVINGS PERFORMANCE CONTRACT DIVISION (DESC-EC)

### MISSION:

Responsible for providing technical/contracting support to the Services, OSD, and other customers for the acquisition of energy conservation measures, primarily using energy savings performance-based contracts, and supporting other energy-related projects.

### FUNCTIONS:

1. Markets contracting support capabilities in support of the Energy Enterprise CBU (DESC-E) mission to maximize participation.
2. Receives, consolidates, and, where applicable, regionally aggregates requirements to maximize economies of scale.
3. Develops most economical procurement approach by utilizing best commercial practice and innovative energy and utility industry approaches.
4. Solicits, negotiates, and awards contracts and/or task orders for energy savings performance-based contracts and other energy-related projects.
5. Issues Delivery Orders under Department of Energy Super Regional ESPCs and Technology Specific ESPCs.

6. Stays abreast of energy and utility market conditions. Conducts benchmarking studies, and integrates industry trends into overall procurement strategies.
7. Performs all contract administration of awarded contracts to include resolution of claims and disputes, executes novation agreements, administrative changes, price changes, contract modifications, and contract termination actions.
8. Monitors contractor performance and maintains records for future, Past Performance evaluations.
9. Coordinates with customers on issues relative to energy and utilities industries.

#### INTERNAL SUPPORT DIVISION (DESC-EE)

##### MISSION:

Manages the utility privatization technical and engineering program for the Continental United States (CONUS) and the Outside the Continental United States (OCONUS).

##### FUNCTIONS:

1. Serves as principle advisor on policy determinations and programming functions with primary responsibility for engineering and technical matters concerning privatization and/or outsourcing of DOD on-base utility distribution systems.
2. Develops plans, objectives, and milestones that are responsive to all Military Department assigned requirements, in order to meet all related Defense Reform Initiatives and Directives.
3. Supports all DLA and DESC support activities relating to utility privatization.
4. Develops all technical and engineering requirements by utilizing best commercial practices and innovative industry approaches in support of all solicitations issued by DESC in support of the utility privatization program.
5. Serves as technical chairmen on all source selection evaluation boards in support of the utility privatization program.
6. Assists in negotiating on award of utility privatization contracts for the transfer of utility systems from the Military Services to the private sector and ESPC task orders.
7. Prepares and analyzes technical and engineering information in assessing price proposals, conducting economic analysis studies, and related engineering inventory system studies, and integrates this information into life cycle cost analysis required to meet the overall procurement strategy.
8. Assists the contracting officer with the review of all task order contracts, contract administration of awarded contracts, to include, but not limited to, resolution of claims and disputes, as well as execution of changes to contracts, administrative modifications, price change modifications, and contract termination actions.
9. Serves as the DOD Focal point for technical issues and specifications for utility system privatization actions. Represents DESC with all utility related trade associations.
10. Processes all task orders and delivery orders related to DESC-E contractors and the IDS Web bases Source Selection Evaluation Board (SSEB) contracting tool.



## DEFENSE LOGISTICS AGENCY PRIVATIZATION DIVISION (DESC-EF)

### MISSION:

Responsible for providing technical/contracting support to DLA and other customers for the conveyance of on-base utility infrastructure, and the acquisition of distribution/transmission services on the privatized systems.

### FUNCTIONS:

1. Markets contracting support capabilities in support of the Energy Enterprise CBU (DESC-E) mission to maximize participation.
2. Receives, consolidates, and regionally aggregates customer requirements to maximize economies of scale.
3. Develops most economical procurement approach by utilizing best commercial practice and innovative energy and utility industry approaches.
4. Solicits, negotiates, and awards contracts for utility systems privatization.
5. Stays abreast of energy and utility market conditions. Conducts benchmarking studies, and integrates industry trends into overall procurement strategies.  
Performs all contract administration of awarded contracts to include resolution of claims and disputes, executes novation agreements, administrative changes, price changes, contract modifications, and contract termination actions.
6. Monitors contractor performance and maintains records for future, Past Performance evaluations.
7. Coordinates with customers on issues relative to energy and utilities industries.

## FACILITIES MANAGEMENT CBU (DESC-F)

### MISSION:

Serves as the principle advisor to the DESC Director/Deputy Director in matters concerning worldwide fuel terminal operations, maintenance, environmental, storage and acquisition programs. Directs the planning and programming of military construction (MILCON) fuel projects and budgeting, funding, and management of the sustainment, restoration, and modernization (S/RM) fuel programs through the S/RM Program Management Office (PMO). Conducts fuels optimization studies for Service-owned fuel infrastructure. Responsible for drafting, negotiating, and ratifying fuel exchange and international agreements with foreign countries. Accountable for DOD's worldwide fuel inventory. Develops and executes fuels related service contracts. "Responsible for the establishment and operation of the Sustainment, Restoration, and Modernization (S/RM), Program Management Office (PMO) and all matters concerning worldwide DOD fuel terminal operations, contract storage and transportation, worldwide inventory accountability, international agreements, and acquisition programs.

Primary functions include planning, programming, budgeting, management and execution for operation and maintenance of government-owned contractor-operated (GOCO) Defense Fuel Support Points (DFSPs); planning and programming for operations and storage services for

contractor-owned contractor-operated (COCO) petroleum terminal facilities; planning, executing, and administering multi-year service contracts for the operation and environmental support of GOCO DFSPs; planning, executing, and administering DESC laboratory testing, alongside refueling, and large purchase base contracts; planning, programming, budgeting, and funding for maintenance, repair, and construction for the DOD bulk government-owned-government-operated (GOGO) fuel storage and distribution systems; planning, programming, , sponsoring and administering the DOD fuel MILCON program; support to DOD bulk petroleum facilities; negotiating with foreign governments, their representatives and proxies on behalf of the DESC Director; responding to unified and component commands in providing management assistance team representation support of DLA's mission; providing staff supervision of facility functions assigned to DESC regional offices; analyzing worldwide storage requirements as part of the DESC Capitalized petroleum infrastructure and associated Real Property. As Executive Agent (EA), DESC-F retains overall responsibility for Engineering, Environmental, Safety and Occupational Health Management functions in support of the DESC mission. These services are provided by the Defense Logistics Enterprise Support Services (DES) under a Memorandum of Agreement.

#### GLOBAL SUPPORT DIVISION (DESC-FG)

##### MISSION:

Provides worldwide logistics support for required fuel facilities, operations, distribution systems and fuel for requirements with foreign countries. Negotiates with foreign governments and finalizes international agreements in support of facility and fuel related requirements. Plans, programs, budgets, writes requirements, and provides oversight for operation and maintenance of GOCO DFSP and COCO petroleum terminal facilities. Develops Performance Work Statement (PWS) and Statement of Requirements (SOR) documentation for Military Services fuel facility privatization and outsourcing actions.

#### INTERNATIONAL LOGISTICS BRANCH (DESC-FGI)

##### MISSION:

Provides worldwide logistics support for required fuel facilities, operations, distribution systems and fuel for requirements with foreign countries.

##### FUNCTIONS:

1. Serves as the DESC focal point for international logistics support agreements, changes, or amendments to existing agreements; coordinates international logistics support requirements. Manages and directs terminal operations funds for international agreements.
2. Prepares staff requests for negotiation authority from higher headquarters for international agreements on behalf of DESC.

3. Negotiates and concludes international agreements for energy commodities, additives, laboratory testing, facilities, pipeline services, and Replacement-In-Kinds/Fuel Exchanges Agreements (RIKs/FEAs) in accordance with DOD Directive 5530.3, (title).
4. Acts as liaison between DESC and U.S. Embassy, Office of Defense Cooperation (ODC) staffs, Office of the Secretary of Defense (OSD), International Security Affairs, Office of Joint Chief of Staff (OJCS, J4/5), and State Department Regional and Political-Military Desk Officers on worldwide international logistics matters and political-military affairs issues related to fuel support.
5. Conducts fact-finding missions to foreign countries for the purpose of assessing the need for bilateral agreements for petroleum operations with foreign governments based on the Military Service and CINC requirements. Conducts surveys of local conditions, facilities, infrastructure and other conditions where commercial contracts are not possible.
6. Participates/chairs committees, teams, and working groups comprised of representatives from JCS, Military Services, Unified Commands, and U.S. Government and Foreign agencies in developing international logistics support plans. Provides technical and operational assistance and supports reconciliation of RIK/FEA accounts.

#### FACILITIES MANAGEMENT BRANCH (DESC-FGM)

##### MISSION:

Plans, programs, budgets, writes requirements, and provides oversight for required fuel storage facilities. Provides technical assistance on matters pertaining to petroleum terminal operations to include compliance with Federal, State, and Local regulations. Develops policy and operating procedures for terminal operations.

##### FUNCTIONS:

1. Serves as the focal point for storage information for all terminals storing DLA-owned products and maintains a central storage file.
2. Develops Performance Work Statements (PWS) and Statements of Requirements (SOR) documentation for privatization and outsourcing initiatives, A76 studies, along-side aircraft refueling, and GOCO/COCO fuel storage requirements/services.
3. Develops the annual facilities management budget and processes purchase requests for required fuel services. Monitors expenditures of funds authorized by the DESC Regions for overtime; purchase of supplies, equipment, and unscheduled services to include emergency maintenance, injection service, and environmental GOCO cleanups.
4. Provides technical expertise on contractor solicitation and evaluates fuel storage and maintenance service contracts. Participates in pre-bid/post award conferences to provide technical assistance to the contracting officer. Exercises staff surveillance of DESC terminal management operations. Provides staff support for inspection of terminal operations.
5. Maintains accountability for U.S. Government personal property at applicable terminals. Reviews, evaluates, and approves requests for additional or replacement property. Develops budget estimates for purchase/repair of personal equipment. Utilizes Equipment Management and Control System (EMACS) for reporting mileage on GSA vehicles maintained by DESC.

## INVENTORY DIVISION (DESC-FI)

### MISSION:

The Inventory Division is the focal point for the worldwide inventory of all DOD-owned fuel in storage until it is issued to the end user. This includes the allocation of inventory authority to maintain inventories of war reserve and operating stocks at wholesale and retail terminals as well as the responsibility for the inventory accountability of DOD's petroleum inventory. The Inventory Accounting Branch is divided into two branches.

## INVENTORY ACCOUNTING BRANCH EAST (DESC-FIE) AND INVENTORY ACCOUNTING BRANCH WEST (DESC-FIW)

### MISSION:

The Inventory Accounting Branch serves as the focal point for all inventory accounting including disposal or redistribution of off-specification products, gains and losses, out-of-balance inventories, inventory reconciliation and accounting for contingency operations. The Branch is responsible for accurate accounting of the Post, Camps and Stations transactional accounting.

### FUNCTIONS:

1. Acts as the focal point for inventory accounting problems relating to:
  - a. Product accountability
  - b. Systems and communications
  - c. Vendor payment discrepancies
  - d. Funds obligation/de-obligation
  - e. Shipment/receipt discrepancies
  - f. Special inventory accounts.
2. Maintains visibility and accountability for DLA-owned products worldwide by ensuring that all accounts are properly maintained and reconciled. Provides product accountability policy and guidance to the DER/DEOs, Military Services and terminal contractor personnel at Defense Fuel Support Points worldwide.
3. Establishes policies and procedures for accountability and for investigations relating to excessive product gains or losses for both in-place and in-transit inventories. Ensures action is taken to determine liability for shipment and in-place inventory discrepancies, and takes action to recoup losses from the responsible party when appropriate.
4. Controls and coordinates with DER/DEO's, Service Control Points, and Military Services the Capitalization/De-capitalization of bulk petroleum products.
5. Establishes policy guidance, testing programs and evaluates the implementation and related actions concerning transaction recording in the system of record. Assists in developing, testing, and providing guidance for implementation of the enterprise system under development.
6. Establish policy, guidance and acts as the focal point responsible for processing Posts, Camps, and Station Program transactions in the system of record. Resolves payment discrepancies in coordination with DFAS-CO, Military Services, and product vendors.
7. Establishes policy and procedures for products accountability for armed forces conducting contingency operations worldwide. Also, Monitors emergency sales/issues/returns and

insures transaction documents are properly prepared. Authorizes, directs, and prescribes documentation for special transactions.

8. Establishes policy and procedures for testing and implementation for processing Replacement In Kind fuel transactions in the system of record.
9. Monitors and provides guidance to Military Service Finance Centers and DFAS-CO on the Transactions Disbursed By Others (TBO) Program.
10. Authorizes, monitors, and coordinates with DESC-BQ and DESC-R for all disposal and redistribution of contaminated or off-specification products at DFSP's.

#### OPTIMIZATION DIVISION (DESC-FL)

##### MISSION:

Performs short term/long term research, planning and development functions to establish and maintain optimal DOD storage and transportation infrastructure required for distribution of petroleum products to the Military Services.

##### FUNCTIONS:

1. Ensures adequacy of petroleum facilities and distribution systems to accomplish mission and meet new business opportunities leading to more efficient operations and lower costs.
2. Ensures proper priority and resources of petroleum distribution system improvement efforts are coordinated between DESC Staff elements, Regions, and Military Services.
3. Determines DOD petroleum infrastructure requirements and provides advice in the development of DESC position on petroleum storage and distribution projects.
4. Performs analysis of operational consequences of forced realignments and base closure/realignment decisions with respect to fuels infrastructure.
5. Develops and maintains automated models and Commercial Off-The-Shelf Software (COTS) requirements that supports petroleum storage and distribution system analysis.
6. Plans, coordinates and provides technical assistance to Military Services, contractors, carriers, Government agencies, and carrier associations.
7. Serves as the DESC Focal Point for the OSC Alternative Fuels Working Group. Represents the Centers' position of infrastructure, facilities modification and coordinates issues with the DESC CBU's.
8. Conducts regional optimization reviews in coordination with Military Services Fuel Services Control Points to develop the most efficient storage and distribution systems consistent with modern business practices.

#### PROCUREMENT DIVISION (DFSC-FP)

##### MISSION:

Provide acquisition support for fuel-related services worldwide; i.e., contractor-owned contractor-operated (COCO), government-owned contractor-operated (GOCO), alongside

aircraft fuel delivery, lab testing, environmental compliance/assessment/remediation, and foreign military sales.

#### FUNCTIONS:

1. Evaluates requirements packages and develops contract-planning documents to purchase required fuel-related services. Determines the appropriate method of contracting to use and selects appropriate contract clauses in order to prepare and issue solicitations for proposals and quotations. Posts solicitations to DESC-F solicitation web page to maximize competition.
2. Determines range of competition and issue solicitations as unrestricted, Small Business Set-Asides, or 8(a) reservations.
3. Conducts Pre-Proposal and Post-Award Orientation Conferences. Participates in site tours and technical discussions, as well as explaining and clarifying contractual terms and conditions.
4. Evaluates proposals and quotations to determine responsiveness and responsibility of prospective contractors. Negotiates prices, type of contract, and other contractual provisions.
5. Awards service contracts and obtain required contract approvals and clearances. Provides available information as required on awards requiring Public Announcement and Congressional Notification. Reviews and approves subcontracting plans and procedures.
6. Issues show cause letters and cure notices. Negotiates and executes contractual documents for settlement of partial and complete contract terminations for convenience. Evaluates and coordinates claims for recovery of funds from contractors resulting from partial and complete contract terminations for cause.
7. Investigates and evaluates contract deficiencies, to include noncompliance with Service Contract Act requirements and operational requirements. Coordinates with Department of Labor regarding wage determinations and collective bargaining agreements. Coordinates with technical representatives regarding operational deficiencies. Negotiates appropriate price adjustments associates with deficiencies.
8. Investigates allegations of fraud, waste, and mismanagement and reports to higher authorities. Prepares documentation for litigation support including Rule 4 files and excess re-procurement data. Serves as the Procurement and Administrative CO and testifies at the Armed Services Board (ASB) and Federal Court of Contract Appeals.
9. Maintains liaison with Defense Finance and Accounting Service (DFAS) on invoicing and payment issues. Provides assistance to Military Services, ICPs and customers on contractual matters.
10. Evaluates and resolves contractor disputes. Executes contractor claims, waiver requests, and innovation agreements. Negotiates contractor-proposed modifications ensuring the best interests of the Government.
11. Responds to inquiries from customers, offerors, contractors, DFAS and other DLA activities regarding the terms and conditions of solicitations and contracts.
12. Compiles contractor performance data and maintains records and status reports.

#### S/RM PROGRAM MANAGEMENT OFFICE (DESC-FS)

#### MISSION:

Plans, programs, budgets, manages, and executes the DESC S/RM Program. Responsible for the DESC interface with DES to accomplish design reviews, engineering technical support, studies, project construction quality control, S/RM Real Property accountability and MILCON projects in support of the mission. Provides worldwide program management, technical and logistical assistance. Conducts annual inspections of DESC “Capitalized” facilities IAW the DLA “One Book” and DLA Facility Sustainment, Restoration, and Modernization (S/RM) Handbook. Responsible for the development and sustainment of the S/RM PMO “Centralized Programs” including preventive maintenance and validation of costs associated with the S/RM Program. Responsible for data management under the Facilities Management System (FMS). Responds to emergency S/RM project requests.

#### FUNCTIONS:

1. Maintains facility and project information database (FMS) consisting of facility projects at all activities for which DESC has S/RM funding responsibility (Government-owned fuel support points holding capitalized product). Develops, submits, and executes the 5-year Master Plan (quarterly updates) for Centrally Managed Programs and non-centralized deficiencies.
2. Serves as the lead in coordination with DES in the development of project work scopes, construction cost estimates, and design guidance for SRM projects for capitalized and permitted petroleum facilities. Responsible for the design and execution of facility projects within S/RM approval authority and determine cost effectiveness of ongoing SRM projects and identify ways to reduce costs.
3. Coordinates with the Service Control Points (SCPs) and/or other execution/construction agencies to provide direction and control of engineering studies, projects, plans, specifications, and construction. Implements change orders to design/construction contracts through the appropriate execution agency and collaborates with SCP and Installation representatives in standardizing fuel facility design criteria. Coordinates with execution and/or construction agents to establish inspection standards on S/RM contracts.
4. Provides technical assistance and planning review of all S/RM and MILCON projects in relation to peacetime and contingency mission requirements to ensure adequate infrastructure is available for the mission while assuring un-necessary expenditures are avoided. Recommendations are coordinated with the Agency, SCPs and Combatant Commanders.
5. Responsible for establishing and maintaining financial management controls for the S/RM Program and individual projects within the program; to include final project and centralized program closeouts.
6. Formulates, coordinates and establishes guidance and policy for DESC under Executive Agent (EA) Authority for S/RM of DESC “Capitalized” facilities. Develops and maintains standard operating and maintenance procedures accomplished at GOCO DFSPs.
7. Collaborates with Federal, State and Local Government agencies on S/RM related programs and/or projects. .
8. Assists the SCPs in programming and executing demolition of previously “Capitalized” petroleum infrastructure no longer necessary to the Service and/or DESC mission.
9. Coordinates with the DLA Base Realignment and Closure (BRAC) office and SCPs to integrate requirements of BRAC into the S/RM Master Plan.
10. Responsible for the development and maintenance of Budget and Program Objective Memorandum (POM) for the DESC S/RM program.

## AEROSPACE ENERGY CBU (DESC-M)

### MISSION:

Provide contracting, transportation and inventory management for Aerospace Energy, chemicals and gases, non-propellant cryogenics and propellants for DOD, other Federal Government customers, Foreign Military and authorized commercial or academic customers.

## DEPUTY DIRECTOR (DESC-MD)

### MISSION:

Serves as Deputy Director of Missile Fuels Directorate, Defense Energy Support Center. Directly supports the CBU Director in managing the overall acquisition strategy, transportation and inventory management for missile fuels, chemicals and gases, cryogenic liquids and propellants for DOD, other Federal Government customers, Foreign Military and authorized commercial or academic space related customers.

## CONTRACTING DIVISION (DESC-MK)

### MISSION:

Responsible for acquisition of assigned Aerospace Energy products and services. Perform contract administration for all Aerospace Energy product contracts.

### FUNCTIONS:

1. Develops the most economical procurement method by utilizing best commercial practice and innovative approaches.
2. Solicits, negotiates and awards contracts for Aerospace Energy products and services.
3. Stays abreast of Aerospace Energy products market conditions, conducts benchmarking studies, and integrates industry trends into overall procurement strategy.
4. Performs all contract administration of awarded contracts to include, but not limited to, resolution of claims and disputes, execution of novation agreements, administrative changes, price changes, contract modifications, and contract termination actions.
5. Monitors contractor performance and maintains records for use in future Past Performance evaluations.
6. Determines impact of pending or existing labor strikes and other circumstances that adversely affect production or service.
7. Maintains liaison with QA offices and DOD payment offices.
8. Evaluates requirements packages and develops contract-planning documents to purchase required Aerospace Energy products and related services. Performs advanced acquisition planning for Program type acquisitions and plans contract actions in response to



contingencies or other emergencies. Performs support capability studies and economic analyses in conjunction with other DESC Staff elements to determine the optimum method of ensuring complete support for all valid requirements. Develops and/or evaluates alternate methods of providing Aerospace Energy products and related services when traditional methods of contract support cannot be effectively used. Determines the appropriate method of contracting to use and selects appropriate contract clauses in order to prepare and issue solicitations for bids, proposals, and quotations. Posts solicitations to DESC solicitation web page, and FEDBIZOPS to maximize competition.

9. Implements applicable Socio-Economic programs. Determines range of competition and issue solicitations as unrestricted, Small Business Set-Asides, or 8(a) reservations.
10. Evaluates bids, proposals, and quotations to determine responsiveness and responsibility of prospective contracts. Negotiates prices, type of contract, and other contractual provisions. Reviews and edits solicitation mailing lists to ensure effectiveness and economy.
11. Awards Aerospace Energy product and services contracts and obtains required contract approvals and clearances. Provides available information on awards over \$5 million, as required by Public Announcement and Congressional Notification. Reviews and approves subcontracting plans and procedures.
12. Issues show cause letters and cure notices. Negotiates and executes contractual documents for settlement of partial and complete contract terminations for convenience. Evaluates and coordinates claims for recovery of funds from contractors resulting from partial and complete contract terminations for cause.
13. Investigates allegations of fraud, waste, and mismanagement and reports to higher authorities. Prepares documentation for litigation support including Contracting Officer files and excess re-procurement data. Serves as the Procurement and Administrative CO and testifies at the Armed Services Board of Contract Appeals (ASBCA) and Federal Court of Contract Appeals.
14. Evaluates and approves contract changes to include purchase order modifications, product order changes, and supplemental agreements.
15. Evaluates and resolves contractor disputes. Executes contractor claims, waiver requests, and novation agreements. Negotiates contractor-proposed modifications ensuring the best interests of the Government.
16. Generates process improvements through innovative thinking and implements technology based enhancements to the acquisition process for commercial and military specification Aerospace Energy products.
17. Controls application of taxes (Federal, State, and Local) to contracts and executes required tax exemption certificates.
18. Conducts Pre-Solicitation, Pre-Proposal and Post-Award Orientation Conferences, as well as Industry Forums. Participates in site tours and technical discussions, as well as explaining and clarifying contractual terms and conditions.
19. Investigates and evaluates nonconforming supplies, overages and shortages for Aerospace Energy products, contract deficiencies, to include noncompliance with Service Contract Act requirements and operational requirements. Obtains adequate consideration as required. Coordinates with Department of Labor regarding wage determinations and collective bargaining agreements. Coordinates with technical representatives regarding operational deficiencies. Negotiates appropriate price adjustments associated with deficiencies.
20. Responds to inquiries from customers, offerors, contractors, DFAS and other DLA activities regarding the terms and conditions of solicitations and contracts.
21. Compiles contractor performance data and maintains records and status reports.

22. Performs as Contract Property Administrator. Administers the contract terms which obligate contractors to acquire, control, use, care for, report, and dispose of government property. Provides instructions to assist the contractor in documenting and reporting accurate inventory data for Government property in contractor's possession. Investigates any report of loss, damage or destruction of Government property which the contractor is unable to account for. Ensures that all Government property is accounted for prior to the contractor being relieved of accountability.

## LOGISTICS MANAGEMENT DIVISION (DESC-MI)

### MISSION:

Serve as the DOD Integrated Materiel Manager for Aerospace Energy products. Supply products and provide logistics and transportation support to DOD, Federal Civilian agencies, Foreign Military Sales (FMS) and authorized commercial and academic customers.

## REQUIREMENTS BRANCH (DESC-MIC)

### FUNCTIONS:

1. Receives, consolidates, and aggregates for greatest efficiency requirements from all customers. Manage products and support to minimize expense.
2. Serves as the ordering officer for Defense Working Capital Fund (DWCF) customers and authorizes service invoices for payment.
3. Develops and updates Aerospace Energy products sales projections and addresses the imbalances in inventory and sales. Monitors established inventory levels and takes appropriate action to alter these levels as operational conditions dictate.
4. Determines the purchase amount, location, and required delivery time periods of Aerospace Energy products.
5. Ensures Aerospace Energy products requirements (DOD/non-DOD) not covered by existing contract sources are met.
6. Controls distribution/redistribution of all Aerospace Energy products. Ensures proper authority to order Aerospace Energy products are promptly assigned and inventory levels are maintained and contract minimum guarantees are met. Ensures actions are consistent with budgetary and regulatory guidance.
7. Analyzes existing product distribution systems and purchase strategies to include best commercial practices to assess their adequacy to meet existing and projected requirements. Determines the reorder quantity required for Aerospace Energy products.
8. Develops and coordinates proposed changes to the Aerospace Energy Chapter of DOD 4140.25-M. Negotiates policy issues and analyzes procedures to identify required changes.

## TRANSPORTATION BRANCH (DESC-MIP)

### FUNCTIONS:

1. Administers, formulates, and evaluates transportation and traffic management plans, policies, programs, procedures, systems and performance measurement standards ensuring efficient and economical distribution of Aerospace Energy products.
2. Furnishes transportation cost factors for bid evaluations and offers against Aerospace Energy solicitations.
3. Authorizes transportation services invoices for payment.
4. Executes the transportation budget for movement of Aerospace Energy products annually. Monitors the transportation budget through review and analysis of transportation documentation to include Commercial Bill of Lading (CBL), Electronic Transportation Acquisition, Powertrack, and Surface Distribution and Deployment Command (SDDC) invoices.
5. Markets Aerospace Energy products and services in order to maximize customer base participation. Participates in industry forums to stay informed of industry changes and make informational contributions on behalf of government customers. Participates in DOD/federal agency conferences to stay informed of potential changes to current commodities and future developing commodities to prepare for optimum logistics support when fielded.
6. Determines transportation asset infrastructure requirements to ensure compatibility with required optimal level of infrastructure.
7. Prepares distribution cost analyses to determine the adequacy of existing Aerospace Energy products distribution system to meet current and projected mission requirements. Conducts studies of distribution trend by mode and rate for determining the impact of changes discovered.
8. Coordinates and verifies with SDDC on negotiations with commercial carriers for rate agreements and changes, tariff provisions, tenders, and establish new services.
9. Develops, amends, interprets, and implements traffic management directives, regulations, publications, and contract terms and conditions.
10. Provides demurrage/detention policy guidance for Aerospace Energy products and monitors all directed demurrage/detention actions. Evaluates and processes adjudication of transportation claims.
11. Plans and coordinates staff visits for providing transportation and traffic management technical assistance. Works with DOD and Federal agencies on Aerospace Energy products transportation and traffic management-related matters.
12. Reviews operational impact of supplier proposals in accordance with the standard operating procedures for Aerospace Energy products and services.

## DIRECT DELIVERY FUELS (DDF) CBU (DESC-P)

### MISSION:

Manages worldwide acquisition and integrated material management of commercial fuels delivered directly to the customer. Supports short-notice provisioning of fuels for war fighters for worldwide contingency operations.

### FUNCTIONS:

(Common functions of all organizational elements of DESC-P)

1. Develops requirements in conjunction with the Military Services, and Federal, State, and local civilian Agencies. Generates Purchase Requests defining commercial fuel requirements to be reflected in contracts or purchase orders.
2. Performs advanced acquisition planning for Program type acquisitions and plans contract actions in response to contingencies or other emergencies. Performs support capability studies and economic analyses in conjunction with other DESC Staff elements to determine the optimum method of ensuring complete fuel support. Develops and/or evaluates alternate methods of providing fuel or fuel-related services when traditional methods of contract support cannot be effectively used.
3. Prepares and issues solicitations (Requests for Proposals, Requests for Quotes, etc.). Receives proposals, evaluates proposals in conjunction with functional experts, performs price analyses, conducts negotiations, prepares contract file documentation, processes documents to ensure compliance with law and regulation, and awards contracts. Issues purchase orders as necessary.
4. Implements the Small and Small Disadvantaged Business Program. Reviews and approves Subcontracting Plans.
5. Receives inquiries from contractors and customers. Resolves problems/complaints. Receives contractual correspondence including claims and requests for waivers. Resolves contract disputes. Appears as the Contracting Officer to testify before a court, before the Armed Services board of Contract Appeals, or other judicial body. Participates in mediation/arbitration actions.
6. Monitors contract performance. In the event of non-performance, decides appropriate course of action, issues cure notices, shows clause letters, and executes contract termination actions as required to protect the interests of the Government. Compiles documentation for litigation support including "Rule 4" files. Negotiates claims arising from contracts. Executes contractual modifications. Performs contract closeout.
7. Maintains liaison between customers, Defense Finance and Accounting Service, Quality Assurance/Surveillance representatives, and other players in the contracting process from the requirements phase until final delivery and contract closeout.
8. Generates process improvements through innovative thinking and implements technology based enhancements to the acquisition process and management of commercial fuels
9. Investigates and evaluates nonconforming supplies, overages and shortages, and all other contract claims to include oil spills, taxes, off-specification products, erroneous billings and noncompliance with contract terms and obtains adequate consideration as required.

## GROUND FUELS DIVISIONS I/II/III - (DESC-PE/PI/PL)

### MISSION:

Ground Fuels Divisions I/II/III are comprised of six organizational units. Ground Fuels Posts, Camps and Stations (PC&S) branches perform worldwide acquisition and integrated material management for motor gasoline, gasohol, diesel fuel, fuel oils, kerosene, aviation fuels, biodiesel and E85 as required in support of Military Services, DLA Activities and designated Federal, state and local civilian agencies.

## MOBILITY FUELS AND FUEL CARD PROGRAMS DIVISION - (DESC-PH)

### MISSION:

The Into-Plane Fuels Division supports the Military Services and Federal agencies with aviation fuels at commercial airports worldwide. Orders are placed by use of the AIR Card, (Aviation Into-Plane Reimbursement Card) a co-branded commercial purchase card used to purchase aviation fuel, fuel related supplies, and ground services.

The Ships' Bunkers program Division provides commercial ship propulsion fuels for Military Services and other US Government vessels worldwide at commercial seaports. Orders are placed by use of the SEA Card Order Management System (SCOMS).

The Fuels Card team solicits and awards a contract(s) for all AIR Card, SEA Card (SCOMS) and fleet card programs in support of DOD Aircraft, vessels and fleet vehicles.

## DESC-P SYSTEMS SUPPORT DIVISION – (DESC-PS)

### MISSION:

DESC-P Systems Support Division performs technical support for the worldwide acquisition and integrated material management of motor gasoline, gasohol, diesel fuel, fuel oils, kerosene aviation fuels, biodiesel and Fuel, Ethanol (E85) as required in support of the Military Services, DLA Activities and designated Federal, state and local civilian agencies.

### FUNCTIONS:

1. Provides technical support and training for DDF personnel, customers and vendors for various software applications. Serves as the focal point for resolutions of system data processing and interface-related problems through problem trouble reports (PTRs) and system change requests (SCRs).
2. Prepares management reports and charts using various inputs such as RM, BEM, CIS, RDC, PORTS, as well as customer and vendor databases.
3. Analyzes, designs, develops, tests, modifies and implements specialized applications of data processing software in support of DDF's paperless initiatives.

4. Assists in the functional testing and implementation of new automation initiatives and requirements management during the pre- and post-award contracting phases for all DDF procurement programs, including their interconnectivity to other DESC systems.
5. Develops training material, including Standard Operating Procedures, Training Support Plans, Fact Sheets and Course Management Plans.
6. Posts, maintains and updates all DDF Homepage web applications, including intoplane and bunkers bulletins, price escalation, and DDF solicitations.
7. Assists Inventory (FII) and DDF Contracting on invoicing issues for both FES and PC&S PORTS. Works with contractor personnel to maintain and update the PORTS Password Application.
8. Participates in risk assessment (in conjunction with other stake holders) for the BSM/BSM-E Convergence with DLA BSM systems. Determines levels of operational testing appropriate to the risk posed by specific system increments. The proposed Convergence architecture includes existing BSM and other DLA Enterprise components integrated with SAP Oil and Gas for Energy-specific mission needs.

## DEFENSE ENERGY SUPPORT CENTER REGIONS/OFFICES

### PURPOSE & “CORE” FUNCTIONS

#### PURPOSE:

Defense Energy Support Center Regions provides a theater presence for petroleum logistics support to our customers. They represent DESC and act as liaisons for DESC in support of contract administration functions, inventory management and distribution, quality assurance/surveillance.

#### “CORE FUNCTIONS”:

*In concert with DESC Directors, accomplishes the following “core” functions:*

1. Provides bulk petroleum support to the CINC/Component Commands in theater in accordance with the DOD Management of Bulk Petroleum Products, Natural Gas, and Coal, DOD 4140.25-M.
2. Reviews and coordinates with CINC/Component Commands on applicable portions of contingency/war plans for supportability. Provides petroleum logistics support to the DLA Contingency Support Team (DCST), CINC/Component Commands, and designated coalition forces on fuel support for exercises, contingencies and emergencies.
3. Manages the DLA-owned bulk petroleum inventories to authorized levels reported in the Inventory Management Plan (IMP); oversees and monitors the daily operations of receipt, storage, distribution, and accountability of product at Government-Owned Contractor-Operated/Contractor-Owned Contractor-Operated/Government-Owned Government-Operated; perform property administration for the Contracting Officer.
4. Provides transportation support for product delivery. Arrange product mode of shipment to include ordering and scheduling of equipment and coordination of duties with supply personnel; review, investigate and document shipment discrepancies and forward claims as

required; validate/approve carrier invoices for detention/demurrage claims; and forward disputed claims.

5. Develops region Quality Assurance/Quality Surveillance programs designed to maintain proper quality of DLA-owned petroleum products in coordination with DESC-BQ. Assesses procedures used to receive and maintain quality of DLA-owned products stored at military facilities; notifies DESC-B of quality problems that may affect supply operations.
6. Performs Quality Surveillance at DESC contracted GOCO/COCO/GOGO and provides advice and technical assistance to base level GOGO in maintaining proper quality of fuel and ensures suitability for use. Quality Surveillance Representatives visit facilities to assist with customer quality concerns promoting customer requirements. Submits annual proposed stock rotation plans to DESC-B.
7. Monitors and evaluates contractor performance at assigned facility to assure services conform to contract/agreement requirements. Assures product received conforms to specification requirements. Ensures quantity control measures are implemented providing inventory management controls. Participates in the pre-award/post-award contract
8. surveys, product solicitation reviews, and other contractual matters with DESC Directors as directed/requested.
9. Provides guidance/assistance to all CINC/Component Commands involving operations, maintenance and safety procedures; environmental pollution abatement programs; assists with MR&E, minor construction, and MILCON projects. Participates in bilateral agreements with host nations for use of petroleum pipeline systems, terminals, and facilities.
10. Manages internal military/civilian personnel programs. Coordinates security/force protection with appropriate offices. Determines/schedules training requirements; manages the Internal Control and Review Program; supports budgetary policy, guidance, and procedures.

#### “CORE” FUNCTIONS/INTERNAL MANAGEMENT:

1. Establishes goals, provides guidance, assigns responsibility and delegates authority to accomplish mission.
2. Oversees and provides guidance to Defense Energy Support Center Regional Offices.

#### AMERICAS REGIONAL OFFICE (DESC AMERICAS)

##### MISSION:

Ensures customers receive an uninterrupted inventory of on-spec fuel to execute and sustain their peacetime and wartime missions. Provides efficient and economical support of assigned supplies and services to authorized customers within assigned CONUS and OCONUS areas during both peace and contingency operations.

##### COMMANDER

##### FUNCTIONS:

1. Represents the DESC commander in executing the petroleum distribution mission in CONUS.
2. Develops and issues DESC Americas’ policy and best business practices.
3. Reviews, interprets and disseminates DESC policy and instructions.
4. Approves Americas Contingency Energy Solution (ACES) emergency and training mission

requests.

5. Approves telework requests.
6. Signs “actual expense” statements.
7. Approves requests/waivers for replacement GSA vehicles.
8. Provides EEO and ethics oversight.
9. Submits the Americas weekly activity report (WAR).
10. Reviews and approves all Americas’ military performance reports and decorations.
11. Approves civilian awards.
12. Manages the filing of vacancies/approves recruitment SF 52s.
13. Manages manpower authorizations.
14. Manages organizational structure and alignment of functions.
15. Approves Interservice support agreements.

## DEPUTY DIRECTOR

### FUNCTIONS:

1. Signs “actual expense” statements.
2. Provides EEO and ethics oversight.
3. Consolidates Americas’ input for DESC Fact Book.
4. Consolidates and submits input for DESC 5810.1 (operations and functions manual).
5. Provides safety and health and physical security oversight.

## OPERATIONS AND PLANS OFFICER

### FUNCTIONS:

1. Maintains Americas’ command overview brief.
2. Coordinates Americas’ training programs.
3. Serves as focal point for product accountability and IMP/WISP development and execution.
4. Consolidates IMP storage worksheets for Americas.
5. Interfaces with Combined Commands (COCOMS) and DESC on CONUS OPLANS.
6. Acts as Americas’ focal point for military exercises.
7. Acts as special programs coordinator for Americas.
8. Serves as focal point for DLA contingency support team (DCST) input.
9. Coordinates FEMA interface for Americas.
10. Manages continuity of operations (COOP) plan and occupant emergency response plan (OEP) for Americas.
11. Coordinates Americas’ Contingency Energy Solutions (ACES) program.
12. Serves as focal point for force protection for OCONUS travel.
13. Reviews foreign travel requests.
14. Maintains COMSEC materials and manages Americas staff and Americas East classified computer system.



## LOGISTICS MANAGEMENT PLANNER/LIAISON

### FUNCTIONS:

1. Develops and reports Americas' metrics.
2. Conducts special distribution studies for Americas.
3. Recommends distribution improvements and standardization for Americas.
4. Provides advice and assistance to Americas offices and DESC with regard to distribution issues.
5. Interfaces with Combined Commands (COCOMS) and DESC on CONUS OPLANS.
6. Acts as Americas' focal point for military exercises.
7. Coordinates FEMA interface for Americas.
8. Serves as Americas' coordinator with DESC for international agreements.

## SYSTEMS ANALYST

### FUNCTIONS:

1. Americas' POC for auditability assessment.
2. Acts as Americas' customer relationship management (CRM) representative.
3. Serves as focal point for DFAMS, FAS, T4 and EDI.
4. Serves as focal point for 4140.25M revisions.

## BUDGET ANALYST

1. Establishes and maintains DESC Americas' management control program (optional program).
2. Processes cell phone payments for DESC-AM and DESC-AME.
3. Serves as focal point for Americas' financial management.
4. Submits monthly end strength reports for Americas.
5. Submits monthly overtime report for Americas.
6. Submits program objective memorandum (POM), mid-year review and financial plan for Americas.
7. Submits monthly financial reports and GRID changes (money distribution) for Americas.
8. Acts as Americas' government travel card coordinator and delinquency POC.

## ADMINISTRATIVE ASSISTANT

### FUNCTIONS:

1. Serves as records management coordinator for DESC Americas.
2. Prepares monthly Americas' emergency notification/contact list.
3. Prepares Americas' personnel status calendar (updated weekly).
4. Maintains Americas' policy letters and index.

## NCOIC

### FUNCTIONS:

1. Americas' POC for DLA quarterly recognition program (military).
2. Americas' POC for casualty notification plans for overseas military personnel.
3. Maintains Americas' military family support plan.
4. Oversees Americas' government property accountability.
5. Prepares and submits weekly locations below control limit report.
6. Manages Americas' individual mobilization augmentee (IMA) program and maintains central IMA records file.

## FACILITIES SPECIALIST

### FUNCTIONS:

1. Serves as Americas' collateral duty safety monitor.
2. Conducts project reviews with DESC, military services, AFCE, USARCE, and AFCEE.
3. Assists military services with ongoing and projected projects as requested by DESC-WI.
4. Resolves facility issues identified during IM/QAR site visits.
5. Participates in pre-construction meetings at GOCO terminals.
6. Provides technical advice and status with regard to ongoing/projected MRE/MILCON projects.
7. Conducts GOCO physical security/safety inspections in coordination with DESC-FQ and DESC-DL.

## DISTRIBUTION

### FUNCTIONS:

1. Manages bulk fuel and additive contracts and directs terminal operations and inventories at all intermediate DFSPs within the AOR.
2. Acts as ordering officer for assigned bulk fuel, additive contracts, and bulk direct delivery contracts for customer locations on a weekly or monthly basis.
3. Determines priority in shipping or movement schedules, based on customer inventory levels, where limited product is available or schedules conflict. Consolidate fuel requests for ratability on common carrier pipelines.
4. Receives, reviews, revises distribution plans, and provides order and delivery authorizations for DLA-owned product distribution and storage within DPA and contract authorizations.
5. Monitors distribution plans to determine need for contractual changes in support of requirements, ensuring optimum efficiency, and economy while maintaining readiness.
6. Controls inventories established in the IMP through ordering, slating, scheduling, diversion, or expediting shipments and temporary relocation of inviolate levels to prevent level penetration.
7. Revises distribution plans to minimize under lifts and to achieve maximum benefit from available contractual assets.

8. Monitor supplier contract usage for ratability.
9. Maintains current status of assigned contracts to prevent over obligation of quantitative and dollar authorizations of the DPA.
10. Provides notices of failure to deliver for product to DESC HQ contracting personnel.
11. Obtains and inputs daily transaction information into FAS for intermediate Contractor-Operated DFSPs (mainly TOA's and Intransit Pipelines) not having the capability.
12. Obtains all intermediate DFSP receipts/issue/inventory information. Track inventory at DFSP's daily.
13. Submits the weekly Bulk Petroleum Terminal Message Report to HQ DESC (1884 report) for Contractor-Operated DFSP's (mainly TOA's and Intransit pipelines.) not having the capability.
14. Obtains physical inventory information from intermediate Contractor-Operated DFSPs (mainly TOA's and Intransit pipelines) not having the capability to report in FES on a monthly basis. Processes the monthly DFSP Inventory Reconciliation Document Register and reconciles accounts in FES02 on a monthly basis.
15. Participates in product solicitation review (BEM and Node/Arc) with HQ DESC in bid/proposal evaluation prior to award.
16. Receives, modifies, and approves TRIS Reconciliation rates.
17. Receives, analyzes, and submits procurement requirements for bulk petroleum from Federal Agencies other than DOD activities to HQ DESC.
18. Participates in on-site pre-award and post-award conferences.
19. Investigates all cases of loss or damage of Government-owned property to determine cause, liability and prepare claim action as appropriate. On either monthly and biannual schedules, primarily for TOA's and Intransit pipelines, inventory reports are reviewed for all cases of excessive operating gains and losses of DLA-owned product and claim actions are prepared as appropriate.
20. Complete route orders for carriers monthly or as needed. Update primary and alternate carriers each month for truck customers. Determines requirements for emergency and normal routing of fuel shipments including maintenance of current routing instructions.
21. Develops and coordinates Regional plans, policies, and programs concerning commercial transportation and movement control.
22. Ensures compliance by contractors, DFSPs, carriers, and Military Services.
23. Schedules movement of material including by mode, and carrier selection; tracing, expediting, diverting, and coordinating load/lift/discharge/arrival schedules with carriers, suppliers, customers, and QARs. Arrange transportation for fuel orders. Coordinates tanker, barge, and pipeline schedules and delivery orders. Arrange barge shipments, Track tanker schedules, Coordinates load/lift/discharge/arrival schedules with carriers, suppliers, customers, QARs, and DESC-BIT.
24. Coordinates with DESC and SDDC/MSC to establish contracts for barges.
25. Controls barge movements in dedicated contract service.
26. Orders spot barges in coordination with SDDC and MSC as required for movements not covered by contract service.
27. Serves as COR(Contracting Officer Representative) for all transportation contracts.
28. Administers, monitors, and approves Power Track transactions for moves made under voluntary tenders for all contract equipment, truck shipments, intransit pipelines and intermediate DFSP's operating under Terminal Operating agreements, on file with SDDC.
29. Maintains a working knowledge of consignee identification data: Standard Point Location

Code (SPLC), Port of Embarkation (POE), Port of Debarkation (POD), and Standard Carrier Alpha Codes (SCAC).

30. Conducts continuing traffic and transportation management surveys and reviews.
31. Analyzes carriers', contractors', and customers' shipping/receiving capabilities and weighted distribution.
32. Performs transportation cost analyses, carrier performance evaluations, and feasibility studies to support sound traffic management decisions. Provides transportation cost analyses on proposed deviations from normal distribution. Warns and/or suspends non-performing carriers.
33. Investigates demurrage and detention claims submitted by carriers to determine validity of the claim, responsibility, and proper course of action.
34. Develops and implements controls to minimize demurrage and detention charges.
35. Update fuel surcharges for DFSPs/Carriers weekly from SDDC.
36. Be focal point/first responder to customers/partners/suppliers and carriers for questions/comments/problems (W) Conducts or assists in investigations, as requested, to resolve supply or quality problems relative to PC&S and bunker contracts.
37. Special projects as assigned (e.g. ACES and QLLEX exercises)
38. Arrange intermodal container shipments
39. Orders, transportation by drayage co., prepare booking documents
40. Routinely answer questions about FES02, PORTS and PowerTrack from customers, vendors and QARs.
41. Serves as deployable DESC Liaison to FEMA or other agency for national disaster emergency response support.

## QUALITY (FIELD)

### FUNCTIONS:

1. Performs Quality/Quantity Assurance/Surveillance for products and/or services at refineries and intermediate storage facilities.
2. Evaluates contractor compliance to contract and quality procedures to assure conformance.
3. Assess contractors' procedures for effective facilities maintenance and repairs, Government-owned products are protected, contractors and TOA companies implement product quality control procedures, and contractors comply with all administrative and technical quality publications referenced in the contract.
4. Accepts products and services on behalf of the United States Government.
5. Establishes and maintains the Government Petroleum Quality Surveillance Program at assigned fuel terminals (GOCOs/COCOs, TOAs, and laboratories).
6. Performs those corollary functions necessary to ensure contractually compliant, efficient and economical obligation and payment to procured/provided products and services.
7. Performs matrixed Quality Assurance functional support for DESC's Commodity Business Units. [Bulk, Direct Delivery (ITP, Bunkers, PCS), Facilities, Aerospace Energy and Coal].
8. Serves as a functional member of the DESC Contract Administration Team which is typically comprised of the Contracting Officer, Contract Specialist, Quality Operations, Facilities and Distribution Representatives and Region Quality Management.
9. Evaluates the contractor's performance to assure that specification tests are performed at assigned commercial laboratories, as applicable, and IAW test procedures or performs such

analyses, evaluates generated results and makes quality decisions.

10. Performs a liaison function with customers, partners and agency personnel in a program support and assistance role.
11. Acts as the resident authority to DESC customers on petroleum quality and technical matters.
12. Acts as Contracting Officers Representative (COR) and Property Administrator (PA) at Government Owned Contractor Operated (GOCO) facilities when appointed by the Contracting Officer.
13. Prepares of Requisitions and Task Orders, for repair and maintenance projects within the authority of HQ DESC.
14. Ensures contractor compliance with contractual requirements for property accounting, verifying inventory quantities, and certifying contractor inventory reports where this function is specifically assigned.
15. Performs required inspections of transportation equipment (i.e., tankers, commercial and military tank trucks, rail cars, inter-modal containers, etc.) to determine suitability to load/unload product.
16. Performs in-depth investigations of quality discrepancies at assigned facilities and, upon request, at military installations.
17. Inspects storage tank interiors for evaluation of cleanliness and/or maintenance operations.
18. Coordinates sampling, testing, removal and disposition of tank bottoms and slop fuel with contractor and the appropriate Supply/Transportation Specialist.
19. Conducts surveillance/inspections over batch cuts from commercial multi-product pipelines in accordance with the contractor's quality control plan, the applicable operating agreement, and Government directives.
20. Monitors contractor compliance with water and air pollution regulations applicable to storage and handling.
21. Ensures contractor compliance with procedures for handling, transporting, and disposing of toxic and hazardous materials.
22. Monitors spill incident reports and submits information to HQ DESC as required by DESC Supplement 1 to DLAR 1000.17.
23. Reviews the scheduling of receipts and issues of Government-owned petroleum products and serves as coordinator between contractor and customer.
24. Coordinates loading/unloading of conveyances on an as-needed basis to help avoid unnecessary delays.
25. Controls the injecting/blending of additives to bulk petroleum products.
26. Documents all instances of contractual non-compliance and initiates Corrective Actions.
27. Performs supplier/contractor risk evaluations
28. Prioritizes their fluctuating workload.
29. Executes PIN actions for payment document instruments through Bulk Ports.
30. Performs and/or witnesses product analytical procedures.
31. Maintains the Laboratory Checkbook entries and validates contractor invoices also sends a bi-monthly report to DESC-BQ.
32. Maintains a complete "working" contract file.
33. Performs periodic cover to cover contract review.
34. Manages time and resources effectively.
35. Witnesses and validates meter proving.
36. Reviews, accepts and provides feedback for change to contractor Quality Control Plans.
37. Thoroughly documents all work performed.
38. Provides periodic professional or operational training.

39. Maintains professional and commodity certifications.
40. Initiates/provides impetus for contract modifications.
41. Executes international and domestic travel and initiates required travel clearances.
42. Forecasts travel requirements in support of ongoing Agency/Region fiscal management policies.
43. Performs Secured Fuel Missions in support of POTUS.
44. Performs in an LNO capacity in both international and domestic contingency support operations.
45. Adheres to the DESC Confined Space Entry Policy.
46. Prepares Task Orders and maintains fiscal records.
47. Reviews solicitation, contract, specifications, MIL-STDS and tariff operating agreements.
48. Provides feedback to contracting/area office of recommended changes.
49. Performs pre-award surveys in order to make a Determination of Responsibility decision and/or provide input into the CO negotiating strategy.
50. Conduct post award conferences to assure contractor's understand the contract requirements.
51. Evaluates contractor quality control procedures at laboratories, refineries, storage contracts for bulk fuel, pipeline operating agreements, into-plane and missile fuels/propellants.
52. Reviews marine vessel loading/discharge plans with vessels officers.
53. Insures that required product samples are properly obtained at the required locations and time intervals.
54. Orders commercial laboratory services from contract providers.
55. Monitors contract laboratories for compliance of contract requirement, such as personnel qualifications and calibration.
56. Reviews/responds to customer/depot complaint reports.
57. COR authorizes and evaluates contractor facility maintenance, use of subcontractors and procurement of materials, supplies and equipment.
58. Performs file maintenance/email correspondence.
59. Conducts into-plane inspections to assure contractor capabilities before aircraft lands to refuel.
60. Coordinate customer support during periods of annual leave, extended sick leave, classes or conference attendance.
61. Submits TDY requests via DTS.
62. Requests office supplies from AMW plus computer support.
63. Acts as the MSC on-site quality representative for marine vessel movements.
64. Prepares monthly quality reports.
65. Prepares IDP.

## EUROPE REGIONAL OFFICE (DESC-EUROPE)

### COMMANDER AND DEPUTY DIRECTOR

#### MISSION:

Execute DESC's mission role as integrated fuels manager for the Service Component commands, Special Operations Command Europe and Allied Nations within the United States European Command (EUCOM) area of responsibility (AOR). Execute DESC's integrated materiel management and logistics of bulk petroleum products by directing re-supply of DLA-

owned petroleum for all Defense Fuel Supply Points (DFSPs) within the EUCOM AOR. As EUCOM's Class III Executive Agent, provide total supply chain management of bulk fuel and energy, advise EUCOM J4 on bulk petroleum distribution issues, and complement the mission of the Joint Petroleum Office by ensuring the best value energy solutions to the warfighter.

#### FUNCTIONS:

##### COMMAND AND CONTROL - REGION

1. Fully execute functions outlined in DOD 4140.25M.
2. Proactively monitor the dynamic environment and align fuel support capability and infrastructure with the EUCOM and Service Component missions.
3. Maintain a flexible and cost-effective facilities management program consistent with the operational environment.
4. Establish an organizational structure that will invest in people and be consistent with long-term mission objectives.
5. Establish international agreements that provide effective and efficient support to meet operational guidelines under various political environments.
6. Develop and maintain a flexible quality workforce that fully integrates assurance and surveillance functions and strives to manage progress toward full delivery of on-specification product.

##### OPERATIONS DIVISION

#### MISSION:

Integrates full spectrum petroleum support for all contingencies, exercises and special operations in support of EUCOM components and transient combatants in theater. Provides single operational focus to ensure war fighter receives uninterrupted support. Provides bulk petroleum support, which includes, but is not limited to, receipt, storage, distribution, accountability, tanker movement and pipeline movement of DLA-owned petroleum in support of EUCOM components in theater.

##### CURRENT OPERATIONS

#### FUNCTIONS:

1. Requirements and order oversight for bulk, into-plane and post camps and stations contracts.
2. Fuel requirements liaison between EUCOM JPO, HQ DESC, EUCOM Service Component Headquarters, and bulk fuel and bulk fuel transportation contractors.
3. Synchronizes effort of command to support combatant commanders.

##### CONTINGENCY OPERATIONS AND PLANS

## FUNCTIONS:

1. Reviews and coordinates on applicable portions of contingency operations plans and war plans for supportability. Executes applicable operations or war plans at direction and in coordination with EUCOM JPO or a Combatant Command Commander.
2. Coordinates with EUCOM JPO and Military Services to identify fuel support requirements under CONPLANS, OPLANs, contingences, and exercises.
3. Ensures DESC Europe geographically separated offices coordinate with NATO, EUCOM, and host nations on fuel support for exercises, contingencies and emergencies in their AOR.
4. Oversees field surveys for potential suppliers to support contingencies and exercises.
5. Author, maintain and execute DESC-EU specific plans to support EUCOM operations.

## CONTROL CENTER

### FUNCTIONS:

1. Operates and maintains the Logistics Operations Center as DESC Europe's contingency focal point.
2. Conveys the commander's intent and priorities.
3. Provides personnel, physical and communication security, and force protection functions.
4. Provides military and infrastructure intelligence to include weather, travel advisories and changes in Force Protection Condition changes to the command.
5. Continuity of operations, planning, and execution.
6. Responsible for military readiness by providing reporting and personnel manning for the DLA-E Contingency Support Team (DCST).
7. Operations Officers within the Center are also DESC-Europe's Customer Relations Managers and primary points of contact to the Service Component Commands of USEUCOM.

## FUTURE OPERATIONS

1. Represents DESC EU on EUCOM, service components and DLA working groups pertaining to transformation of U.S. Forces in Europe.
2. Provides operational analyses on procurement strategy to support austere operating locations.

## INVENTORY MANAGEMENT

1. Manages DLA-owned fuel to authorized levels as stated in the Inventory Management Plan (IMP).
2. Provides oversight of DOD bulk fuel inventory, transportation and distribution throughout Europe and Africa. Acts as the primary focal point for issues dealing with accounting, distribution, management and integration of bulk fuel re-supply.
3. Manages ordering, inventory management, invoice payment verification, and accountability for all DESC direct delivered fuel for daily, exercises, and contingency operations throughout the EUCOM area of responsibility and northern Iraq.
4. Theater point of contact for petroleum pipelines, ocean tankers, barges, rail tank cars and



tank trucks. Consolidates daily/weekly/monthly slates for bulk fuel replenishments of designated pipeline systems and terminals via marine re-supply.

5. Plans, coordinates, direct, and controls transportation of bulk POL, additives, and equipment to satisfy steady-state, exercise, and contingency requirements throughout the EUCOM AOR.
6. Prepares and certifies customs documentation for product deliveries across national boundaries.

#### PIPELINE/TANKER MANAGEMENT

1. Manages the DESC-owned bulk petroleum inventory in pipeline and storage systems in DESC-EU Area of responsibility and commercial storage facilities. Responsible for the administration and timely execution of bulk petroleum and additive contracts
2. Responsible for the theater management of US-owned bulk petroleum including the ordering, transportation, storage and distribution of petroleum products in support of US and Allied forces in Europe.
3. Monitors and coordinates receipts and shipments of products to and from Defense Fuel Support Points (DFSPs).
4. Develop, certify and submit to DESC the weekly report for projected bulk petroleum product deliveries from Military Sealift Command tankers and refineries via pipeline, and lifts from storage depots, including NATO, bilateral and commercially owned/operated storage terminals.

#### SYSTEMS ANALYSIS

1. Theater point of contact for all computer applications used to support Business Systems Modernization – Energy (BSM-E) ensuring they are operating correctly and resolve system related issues.
2. Liaison between DESC-Europe customers and applicable DESC/DLA organizations (e.g. DESC-T, J6F) on computer applications used to support BSM-E.
3. Conduct customer assistance visits to ensure compliance with DESC directives.
4. Represent DESC-Europe at meetings pertaining to automation issues.

#### CONTRACTING DIVISION

##### MISSION:

In coordination with DESC headquarters, provides contracting support for EUCOM components that store and issue DLA owned petroleum products.

##### FUNCTIONS:

1. Supports procurement, storage, and distribution of DLA-owned bulk petroleum.
2. Supports DESC procurement efforts in theater.
3. Attends negotiations, post-award conferences and is designated as a Contracting Officer's Representative (COR) in the administration of PC&S contracts and contingency Into-Plane

contracts.

4. Monitors contract performance through communications with customers and contractors.
5. Performs contingency contracting functions. Supports contingency planning and operations through analysis of theater commercial petroleum assets and deployment of personnel.
6. Performs site surveys and market surveys.
7. Monitors changes in local procurement environment to include European Union regulatory and specification changes and other national laws that affect DESC fuel purchases and contracts.

## QUALITY DIVISION

### MISSION:

Provides petroleum quality assurance and quality surveillance support to EUCom theater components.

### FUNCTIONS:

1. Administers DESC quality and safety policy, directives, and quality assurance and surveillance program within theater.
2. Ensures quality functions are performed in accordance with applicable rules and regulations. Coordinates on both contractual and bilateral agreements regarding technical issues for both quality and quantity issues.
3. Provides technical assistance to EUCom, EUCom service component headquarters, DCST (during contingency operations), military bases, and DESC Europe Geographically separated offices.
4. Consolidates and prepares stock rotation plan for AOR.
5. Prepares and maintains Quality Assurance Specialist (QAS) training plans and records for quality systems, commodity, DAWIA, and safety training.

## QUALITY ASSURANCE REPRESENTATIVE OFFICE

### FUNCTIONS:

1. Performs contract administration function (CQA) at contractor's facilities on product and into-plane services. CQA performed includes pre-award and post-award surveys and inspection and/or acceptance of product or services.

## LABORATORY

### FUNCTIONS:

1. Oversees operation of petroleum laboratory in performing specification (Type A, B1, B2, B3 & C) testing on U.S. Government-owned and contractor-supplied bulk petroleum products, to include Into-Plane.

2. Performs shelf life extension testing on U.S. Government-owned packaged petroleum products.
3. Provides laboratory orientation, training, and field assistance.
4. Provides QAR support throughout the EUCOM area of responsibility.

## INTERNATIONAL AGREEMENTS

### MISSION:

Develop and negotiate all DESC-EU International Agreements (IA) in the EUCOM theater of operations for pipeline utilization, storage allocation, facility maintenance, and into-plane/into-equipment fuel servicing.

### FUNCTIONS:

1. Performs as the focal point for each international agreement within the EUCOM AOR and develops, negotiates and manages all international agreements. Coordinates international agreement issues with applicable offices. Drafts and amends agreements as appropriate.
2. Provides annual budget forecasts for all applicable international agreements and validates services have been performed under the terms and conditions of the applicable international agreement and certifies invoices for payment processing through DFAS.

## ADMINISTRATIVE SUPPORT DIVISION

### MISSION:

Provides administrative, budget, internal information (IT) technology, and material control support to DESC Europe components.

### FUNCTIONS:

### ADMINISTRATION

1. Provides command administrative support in the areas of Civilian, Local National (LN), and Military personnel (MILPERS), resources management, internal controls, policy management, studies, resource system implementation and functionality, HQ DESC and DLA Initiative Implementation, travel, training, IT Support, telecommunications, and supply management.
2. Serves as liaison for DESC-Europe region and all Civilian, LN, and MILPERS servicing personnel offices to include HQs DESC. Responsible for DTS Travel System, Program, and associated JTR/JFTR/NATO travel policies. Programs or obtains specialized training for assigned personnel. Responsible for all of the annual mandatory training of personnel.
3. Performs Internal IT support and oversight for DESC Europe computer systems and equipment. Advises the Commander, DESC Europe on all network systems for entire theater of operations.

## BUDGET

1. Performs fiscal and budgetary oversight for DESC Europe. Formulates, executes, and manages the budget. Reports appropriately to DESC HQs, DLA J-8, and the DESC-EU Commander. Records obligations and expenses. Reconciles funding accounts. Oversees financial systems and programs for travel card, fleet card, and the purchase card. Generates "Purchase Request & Commitment documents. Works with local contracting office on procurements of services and supplies. Maintains budget files, records and supporting documents to include copies of Military Interdepartmental Purchase Requests (MIPR).
2. Provides financial and budgetary guidance and assistance to geographically separated offices.

## MATERIAL CONTROL

1. Responsible for equipment inventory and material control for all of DESC Europe.
2. Maintains fleet of vehicles to include routine maintenance of those vehicles.
3. Ensures needed equipment and supplies are provided to office personnel.

## GEOGRAPHICALLY SEPERATED OFFICES

### MISSION:

To execute the missions of DESC and DESC Europe, and to support the war fighters and other supported activities within their respective areas of responsibilities.

### FUNCTIONS:

1. Perform property management.
2. Functions as ordering office for in-country DESC pipeline delivery contracts
3. Performs inventory management for DLA-owned fuel products. Prepares and maintains annual stock rotation program for DLA owned product. Implements the Inventory Management Plan. Coordinates regional bulk fuel issues with Military Services local activities as required.
4. Performs traffic management functions in support of in-land transportation of DLA-owned fuel.
5. Performs quality surveillance for DLA-owned product.
6. Provides liaison with host nations to assess support requirements and capabilities.
7. Administers local budget and processes invoices for payment. Assists host nations with annual operations and maintenance budget proposals.
8. Administers bilateral agreements on behalf of DESC for respective AOR.
9. Deploys personnel in support of contingencies as directed. Supports Military Services during joint contingency exercises within AOR.
10. Provides U.S. representation on NATO infrastructure inspections and meetings pertaining to petroleum facilities and operating procedures within the geographical area of responsibility.

## SPECIFIC FUNCTIONS - BY LOCATION

### DESC-MEDITERANEAN

1. Manages ordering, inventory management, quality surveillance and accountability for all DESC owned fuel stored in four major pipelines and five DFSPs within the Mediterranean AOR.
2. Stores and arranges transportation of DLA additives to required locations.

### DESC-MADRID

1. Manages ordering, inventory management, quality surveillance and accountability for all DESC owned fuel stored in Spanish pipeline (El Arahal) and arranges pipeline transfers from Rota Spain to El Arahal and El Arahal Moron Air Base.

### DESC-UNITED KINGDOM

1. Manages ordering, inventory management, quality surveillance and accountability for all DESC owned fuel stored throughout the 1500 mile network of the United Kingdom Government Pipelines and Storages System (GPSS).
2. Coordinates commercial transportation of bulk fuel containers in support of JPTS missions throughout EUCOM and Middle East AORs.
3. Provides DESC liaison with UK Defense Fuels Group to coordinate global US-UK fuel support.

### DESC-STUTTGART

1. Represents and advocates DESC Europe's logistics interests at EUCOM.
2. Coordinates DESC Europe's positions on all joint petroleum issues pertaining to the Combatant Commands (NAVEUR, USAEUR AND USAFE). Communicates these positions, as appropriate, using official guidance and channels.
3. Acts as the primary DESC Europe liaison to EUCOM JPO in order to facilitate DESC petroleum logistics policies, programs, infrastructure projects and financial interests.
4. Works with the Combatant Commands in order to ensure DESC, EUCOM, and JCS petroleum logistics planners are aware of petroleum requirements necessary to support strategic plans and operations (including contingency, humanitarian, and peacekeeping missions).

### DESC-NATO

1. Represents and advocates U.S. petroleum logistics interests at NATO on the Central Europe Pipeline Management Organization Board of Directors (CEPMO BOD) and the NATO Pipeline Committee (NPC).
2. Coordinates U.S. positions on all NATO petroleum issues pertaining to the CEPMO BOD and NPC within DESC, with the Department of State, the Office of the Secretary of Defense,

Joint Chiefs of Staff, and EUCOM JPO. Communicates these positions, as appropriate, within NATO, using official guidance and channels.

3. Acts as the primary U.S. liaison to the NATO International Staff for all NATO petroleum logistics issues. Coordinates efforts with U.S. Mission representatives to the Senior NATO Logisticians Conference, Senior Resource Board, Infrastructure Committee, and Military Budget Committee in order to facilitate U.S. (DESC) petroleum logistics policies, programs, infrastructure projects and financial interests at NATO.
4. Works with the U.S. Military Delegation to NATO in order to ensure DESC, EUCOM, and JCS petroleum logistics planners are aware of petroleum requirements necessary to support Major Strategic Command, NATO Defense Planning Committee, and North Atlantic Council policies, strategic plans and operations (including contingency, humanitarian, and peacekeeping missions).
5. Advocates U.S. petroleum logistics interests with the petroleum logistics specialists at the NATO Maintenance and Supply Agency (NAMSA).

#### PACIFIC REGIONAL OFFICE (DESC-PACIFIC)

##### MISSION:

Executes DESC's mission role as integrated fuels manager for DOD within the PACOM AOR. Execute DESC's integrated materiel management and logistics of bulk petroleum products by directing re-supply of DLA-owned petroleum and providing facility maintenance support for all Defense Fuel Supply Points (DFSPs) within the PACOM AOR. As PACOM's Class III Executive Agent, provide total supply chain management of bulk fuel and energy in the Pacific Area of Responsibility. Advise PACOM J4 on bulk petroleum distribution issues & complement the mission of the Joint Petroleum Office by ensuring the best value solutions for energy / POL support to the warfighter.

#### COMMAND AND CONTROL – REGION

##### FUNCTIONS:

1. Performs DESC's bulk petroleum mission; provides total supply chain management of bulk fuel and energy to USPACOM components in theater.
2. Sets policy, provides guidance, establishes goals, assigns responsibilities and delegates authority to accomplish the mission.
3. Reports to USPACOM during wartime or contingency operations upon OPCON to HQ USPACOM.
4. Executes functions delineated in DOD 4140.25M.
5. Oversees and provides guidance to Defense Energy Support Center Field Offices.

#### COMMAND AND CONTROL - DESC SUPPORT OFFICES

##### FUNCTIONS:

1. Performs DESC's bulk petroleum mission; provides total supply chain management of bulk

fuel and energy to USPACOM components in specific regional area.

2. Manages all military/civilian personnel programs; determines and schedules all training requirements. Manages the reserve augmentation program to ensure reservists are trained for wartime mobilization.
3. Participates in exercises to determine DESC's and the Region's readiness to support operating plans and theater petroleum re-supply requirements.
4. Performs necessary operations planning, including review/participation in the writing of operating plans.
5. Manages the Internal Control and Review program.

#### SUB-AREA PETROLEUM OFFICE

##### FUNCTIONS:

1. Receives, reviews, and analyses reports and schedules to determine bulk petroleum support requirements. Prepares and forwards all reports required by USCINCPAC Instruction 4020.5Q.
2. Ensures pre-positioned war reserve material stocks of bulk petroleum products are maintained to the extent permitted available storage. Requests waivers when necessary.
3. Performs operational planning, including the review and participation in the writing of operational plans with the appropriate commands at the G4/J4 level.
4. Monitor inventory levels and provide USPACOM JPO with REPOL and POLCAP feeder reports.

#### ADMINISTRATIVE SUPPORT

##### FUNCTIONS:

1. Focal point for administrative matters and administers internal resources as directed. Prepares time and attendance reports; maintains and updates DESC-PAC manning rosters.
2. Serves as the focal point for TDY/TAD travel; prepares/coordinates orders and conveyance tickets. Coordinates travel voucher submission with DFAS. Prepares military and civilian personnel actions. Processes military leave requests and evaluations.

#### BUDGET/FISCAL SUPPORT

##### FUNCTIONS:

1. Advises Commander on fiscal and budgetary matters. Supports DESC budgetary policy, guidance, and procedures. Analyzes, reviews, and consolidates inputs to prepare the annual budget request.
2. Formulates and executes the DESC-PAC budget under commander's direction.
3. Records receipts, disbursements, and reconciles DESC-PAC's funding accounts.
4. Maintains budget files, records and supporting documents.

## LOGISTICS MANAGEMENT

### FUNCTIONS:

1. Oversees daily DLA-owned bulk petroleum operations of receipt, storage, distribution, and accountability. Manages DLA-owned fuel inventories to authorized levels stated in the Inventory Management Plan.
2. Consolidates monthly slates for bulk replenishments of pipeline systems/terminals via marine re-supply. Monitors and coordinates product movement to and from DFSPs. Coordinates bulk petroleum issues with USPACOM JPO and Military Services.

## CONTINGENCY OPERATIONS

### FUNCTIONS:

1. Reviews and coordinates on applicable portions of contingency/war plans for supportability. Coordinates with JPO and all services to identify fuel support requirements under CONPLANS/OPLANS.
2. Negotiates, prepares and administers bilateral agreements with host nations for the use of petroleum pipeline systems, terminals, and facilities supporting US forces.
3. Prepares fuel support contingency plans as directed. Ensures coordination with USPACOM components and host nations on fuel support for exercises, contingencies and emergencies in the AOR.

## INVENTORY MANAGEMENT

### FUNCTIONS:

1. Provides overall management for DLA-owned inventory POL.
2. Monitors DLA-owned product gain and loss history to ensure appropriate investigation, reporting, and corrective action by appropriate DFSPs and contractors in accordance with contract provisions.
3. Serves as the DICP for assigned COCO, GOCO terminals for DFAMS transaction reporting. Serves as the DICP for other Service-operated terminals in PACOM where facilities and circumstances do not permit timely or accurate transaction reporting.
4. Serves as the PACOM focal point for DFAMS reporting procedures and ensures PACOM DFAMS transacting meets established DESC objectives.

## PROPERTY ADMINISTRATION

### FUNCTIONS:

1. Implements and administers the DESC Property Administration Program IAW all contract provisions. Monitors timely receipt and proper documentation of daily and monthly contractor stock reporting. Prepares monthly property administration report and monitors invoices to ensure accuracy.



2. Investigates all cases of excessive operating gains and losses of DLA-owned products in the custody of the contractor and loss or damage of DLA-owned property. Reports findings to the contracting officer and recommends liability for losses outside the property administrator's authority for claims actions.
3. Performs joint physical inventories of all government property with contractors on a minimum of an annual basis, as well as upon termination or completion of a contract.

## TRANSPORTATION

### FUNCTIONS:

1. Provides transportation and traffic management support for movement of bulk petroleum from shipping points in assigned geographic area to destinations worldwide.
2. Implements shipment planning procedures for normal and emergency product movements and ensures compliance by contractors, DFSPs, carriers, and the services.
3. Maintains liaison with federal/state transportation, regulatory, and/or emergency control agencies.
4. Reports and resolves freight shipment discrepancies and investigates demurrage claims. Provides technical advice and assistance to contractors, carriers, and customers ensuring shipments are processed and documented IAW government procedures and requirements.

## CONTRACT MANAGEMENT

### FUNCTIONS:

1. Prepares, revises and issues Source Identification and Ordering Authorization (SIOATH) for contract line items assigned by DESC via the DPA.
2. Receives, analyzes, and submits to DESC-BI procurement requirements for bulk petroleum from federal agencies other than DOD activities within the region.
3. Participates in product solicitation review with DESC prior to contract award. Reviews DESC purchase requests for petroleum products or storage in PACOM.
4. Maintains records and current status of DESC product contracts to ensure pro-rata liftings and that quantitative and dollar allocations of the Distribution Plan Authorization (DPA) are not exceeded.
5. Assists customers/contractors with problems and coordinates with using activities on matters of contract noncompliance. Assists activities with Posts, Camps, and Stations contract problems.

## QUALITY MANAGEMENT

### FUNCTIONS:

1. Ensures Quality Surveillance functions are performed IAW MIL-STD-3004.
2. Ensures Quality Assurance functions for DESC contracted products are performed IAW FAR, DFAR, and DESC regulations.
3. Coordinates on bilateral agreements/quality issues. Consolidates/prepares theater stock

rotation plan.

4. Participates in pre-award and post-award contract surveys as requested.
5. Provides technical assistance to USPACOM components, military bases, and Defense Energy Support Offices.
6. Interprets or obtains interpretation concerning the meaning or methods for applying procedures set forth in DOD 4140.25-M and DESC publications in response to customer inquiries.

## QUALITY SURVEILLANCE/ASSURANCE

### FUNCTIONS:

1. Evaluates contractor's performance to assure services conform to contract requirements. Performs in-depth investigations of quality discrepancies at assigned/requested facilities/installations.
2. Contractually accepts DESC contracted products on behalf of the Government.
3. Performs laboratory specification tests, evaluates results and makes product quality decisions. Controls the injecting/blending of additives to bulk petroleum product to assure that product meets specification requirements and/or operational commitments.
4. Inspects storage tank interiors and coordinates testing, removal, and disposition of tank bottoms/slop fuel. Performs vessel inspections to determine suitability to load intended product(s).

## FACILITIES MANAGEMENT

### FUNCTIONS:

1. Serves as DESC's focal point for MR&E and minor construction project submissions in theater.
2. Serves as focal point for environmental pollution abatement programs for all DFSPs under DESC-PAC.
3. Provides guidance/assistance to all services involving operations, maintenance and safety procedures.
4. Assists Military Services in developing design criteria and requirements for DFSP MILCON, minor construction, and MR&E projects for DESC funding.
5. Assists military services and PACOM JPO with MILCON project submissions and assists PACOM JPO in MILCON project validation during project prioritization phase.

## FACILITIES ENGINEERING

### FUNCTIONS:

1. Advises the commander, facility managers, design/construction agents and A/E firms on all matters involving facilities engineering and environment actions within assigned geographic area
2. Approves and disapproves Pacific MR&E projects within funding limitations apportioned to DESC.
3. Provides guidance to DOD design agents and A/E firms during technical studies of facilities.

Originates a variety of reports, correspondence, staff studies, literature reviews and analyses. Provides technical and administrative support to DESC-FE and DESC-FQ project managers.

#### PROGRAM ANALYST

##### FUNCTIONS:

1. Analyzes project documentation, determines project eligibility, availability of funds, in MR&E program.
2. Advises the Region Facility Engineer and Command Group on funding priorities.
3. Evaluates the regions' methods and procedures for monitoring and executing the MR&E program. Reviews project documentation and examines accounting records on expenditure of MR&E dollars.
4. Prepares Military Interdepartmental Purchase Requests for approval and signature.

#### INFORMATION TECHNOLOGY SPECIALIST

##### FUNCTIONS:

1. Serves as focal point for DESC Pacific region and field offices on all major information technology (IT) matters affecting day-to-day operations. Provides technical support, troubleshooting, and solutions to IT-related problems.
2. Analyzes office systems and processes to determine what technology is available to accommodate a technical solution.
3. Assists field office Information Management Officers in providing technical solutions to their area offices.
4. Maintains a current inventory of all IT assets held by DESC-Pacific. Manages an active life cycle management policy for hardware and software throughout the region.
5. Ensures IT systems are secure and up to date for prevention of hacking and virus attacks.

#### DESC REGIONAL OFFICE (DESC-MIDDLE EAST)

##### MISSION STATEMENT:

Provides the best quality and most cost-effective bulk petroleum support to United States (US) and Coalition Forces, as directed, operating within the DESC-Middle East (DESC-ME) region. Maintains a robust petroleum support capability, for the United States Central Command (USCENTCOM), through the use of strategically dispersed bulk petroleum storage and a variety of fuel support arrangements and measures.

#### LOGISTICS OPERATIONS

##### FUNCTIONS:

1. Conducts field surveys/feasibility assessments of potential suppliers and assists DESC in other contractual matters as directed/requested.

2. Provides guidance to USCENTCOM Component Commands in preparing reports and accountable documents at the request of USCENTCOM. Assists in the annual development of the Inventory Management Plan (IMP) in coordination with USCENTCOM and the Military Services.
3. Requests crime prevention surveys and report incidents of suspected fraud or other criminal activity during shipments of DLA-owned fuel IAW DLA Regulation 5705.1.
4. Monitors and coordinates receipts and shipments of DLA-owned product at Defense Fuel Support Points (DFSPs); performs property administration for the contracting officer in protecting US Government interest. (Manages US interests in special and/or unique commercial fuel deliveries and negotiates with host nations as required.)
5. Reviews accountable inventory records at contractor-owned, contractor-operated facilities for DLA-owned products to determine if losses exceed the prescribed allowances. DESC-ME property administrator investigates incidents of contractor liable losses and advises the contracting officer of the circumstances (contractor report, findings and recommendations).
6. Reviews and provides input for USCENTCOM operational and contingency plans. Provides petroleum logistics support to the DLA Contingency Support Team (DCST) when required/directed.
7. Reviews and provides input to Host Nation Service Support agreements/arrangements as required. Performs necessary coordination with appropriate HQ DESC Commodity Business Units (CBUs) and USCENTCOM as requested/directed. (Agreements may consist of Acquisition Cross-Service Agreements (ACSA), Stand-Alone International Agreements, and Replacement-in-Kind (RIKs) Agreements, and Fuel Exchange Agreements (FEAs)).

## QUALITY MANAGEMENT

### FUNCTIONS:

1. Performs Quality Assurance and Surveillance (QA/QS) in support of DLA-owned fuel at Contractor- Owned, Contractor-Operated (COCO) DFSPs in USCENTCOM's area of responsibility (AOR) as stipulated in DLA 5025.30 and MIL-STD-3004. Establishes and maintains a regional quality control program aimed at determining and maintaining the quality of fuels to the degree necessary to ensure that products are suitable for their intended use. Ensures that each contractor maintains an appropriate and effective Quality Control Plan (QCP).
2. Performs contract administration functions such as feasibility assessments and external reviews. Periodically visits individual facilities to assist with quality concerns and to ensure customer satisfaction. Submits annual proposed stock rotation plans to CENTCOM-JPO, DESC-DO and DESC-B for dormant stocks and periodic quality data for COCO DFSPs.
3. Administers Laboratory Testing Services Contracts and periodically visits DESC contracted and refinery laboratories to verify that tests are performed as required.
4. Conducts Pre and Post-Award Surveys (PAS) of prospective contractors for bulk petroleum storage, into-plane, bunkers, cryogenic and laboratory testing contracts.
5. Provides technical advice and assistance to U.S. Military installations and/or operating locations at the request of USCENTCOM. After appropriate coordination, assess the procedures used to receive and maintain the quality of Assistance-in-Kind (AIK) fuel.
6. Conducts training and certification of newly assigned and temporary duty personnel.

## RESOURCE MANAGEMENT

### FUNCTIONS:

1. Serves as liaison for DESC in support of contract administration. Provides inventory management via Fuels Automated System (FAS), Fuels Enterprise System (FES), Defense Fuel Automated Management System (DFAMS) data entry and oversight.
2. Serves as the Designated Control Point (DCP) for COCO DFSPs for reporting supply transactions into FAS, FES and DFAMS databases. Executes IMP in coordination with USCENTCOM.
3. Coordinates the Distribution Plan (DP) with USCENTCOM JPO; coordinate on the distribution of Source Identification and Ordering Authorization(s) (SIOATHs) based on Distribution Plan Authorization (DPA) data. Oversees status of area SIOATHs, prepares SIOATH documents, and informs base-level DFSPs of their supply sources (such as refineries or intermediate DFSPs).
4. Serves as theater central point of contact for FAS, FES and DFAMS. Serves as Ordering Officer for all contracts in the USCENTCOM AOR or delegates authority to user activity.
5. Provides input and manages DESC-ME's operational budget, which includes items such as official travel, force protection, ADP (automation) sustainment to include periodic upgrades and the acquisition of operational supplies and equipment. Also, manages the Command's vehicle fleet.
6. Responsible for military and civilian personnel training input and administrative (limited) support. Ensures appropriate/required training is scheduled and conducted in a timely manner. Performs necessary coordination with HQ DESC and DFAS regarding personnel pay transactions and other entitlements. Provides oversight for the Safety and Security Awareness Programs for DESC-ME.